

City of Homer

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June 24, 2004

Local Boundary Commission
Department of Community and Economic Development
550 West Seventh Ave. Suite 1770
Anchorage, AK 99501-3510



JUN 2 4 2004

Local Boundary Commission

Re: City of Homer Annexation Remand

Dear Members of the Commission and Staff:

Thank you for the opportunity to comment on Kachemak Emergency Service Area and the effect on KESA of Homer's annexation of 4.58 square miles.

Preliminary Matters Concerning Admission of Evidence

We understand the LBC's order of May 18, 2004, to limit comments to evidence dated, or events that occurred on or before January 17, 2002, and that the effect of this order is to allow the parties to submit additional evidence that satisfies that limitation. As the City has stated previously, it is our position that either (i) no new evidence should be admitted, or (ii) if any evidence is admitted, it should not be limited to any particular period of time. Consequently, it is the City's intention to submit additional evidence that relates to events occurring after January 17, 2002. Such evidence will be submitted under separate cover as an offer of proof of evidence that the City would submit to the LBC for consideration if it were admitted.

KESA's Tax Base Is Ample To Support A Viable Service Area

Although the appellants' complain that the LBC failed to give adequate consideration to the effect annexation would have on KESA's finances, they fail to point to any evidence in the record that KESA would not have an adequate tax base after annexation.

In fact, KESA had a large tax base, even after annexation occurred. The first year in which KESA's tax base was calculated was 2001, before annexation took effect. In 2002 annexation took effect, and the KESA tax base was reduced. The following

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table, based on Kenai Peninsula Borough ("KPB") certified tax records, attached as Exhibit 1, not only quantifies that reduction, but also compares it to all other KPB service areas providing fire or emergency services, or both:

KPB Tax Assessed Value
(Includes Real, Oil, and Personal Property)

	<u>2000</u>	<u>2001</u>	<u>2002</u>
Nikiski Fire	\$1,035,622,343	\$1,162,350,994	\$1,286,557,871
Bear Creek Fire	71,141,564	75,392,483	83,142,052
Anchor Point Fire & EMS	117,263,341	118,907,018	128,878,208
Central Emergency Services	938,528,182	949,335,186	1,043,970,293
Central Peninsula Emergency Medical	124,850,564	125,752,318	137,770,239
KESA (Gr. Kachemak Fire / EMS)	N/A	216,588,767	177,162,069

As the foregoing table illustrates, KESA had a substantially larger tax base than three other KPB service areas that provide fire and/or emergency medical services, even after annexation took effect in 2002. There is nothing in the record to indicate that KESA could not be a viable service area with a tax base of this size. It is apparent from comparisons with others similar service areas that it is a sufficient tax base.

But assuming one might still argue that the reduction in tax revenue resulting from annexation (reduced 18.2% from 2001 to 2002 assuming a constant millage rate) was a financial hardship, then KPB had at least three alternatives: (1) KPB could adjust the boundaries of the service area (making them larger to increase the tax base, or smaller to reduce the immense size of the area needing service), (2) it could provide a reduced level of level of service commensurate with the revenue stream, or (3) it could increase the millage rate (which had been arbitrarily capped by the borough and voters at 1.75 mills). These are all quite ordinary measures that any municipality

would consider when faced with declining revenues. That KPB should have to consider these alternatives with respect to KESA is not a substantial reason to prevent annexation when it is otherwise merited.

It should also be observed that hand-in-hand with a reduced tax base comes a reduction in properties and area where KESA is obligated to provide services. This gives KESA the ability to focus on and enhance its services to more distant reaches of the service area. KESA has the duty to serve a huge geographical area. That part of KESA's area annexed to Homer is contiguous to (indeed, within) the City's existing area of service and quite close to Homer's existing fire and EMS facilities. Compared to more distant areas, the City can easily provide service in this area. By transferring responsibility for emergency services in the annexed area to the City of Homer, KESA can focus more keenly on the outlying areas that are more distant from the City and thus more difficult for the City to service. This allows the City to maintain a department more suitable to the nearby densely populated environment while KESA can develop its department with more rural long distance capabilities. Because Homer is already equipped to fight fires in the annexed area, it is in the best interests of the state to have KESA use the state and federal funding it receives to provide much needed services to under-served rural areas further from the City.

The Annexed Area Is In Need Of Services That KESA Cannot Provide

The LBC has already found "a clear need for city services in the 4.58 square mile area approved for annexation," Statement of Decision, p. 32 (December 26, 2001) [R 3383]. This finding was affirmed by the Superior Court in its Order On Appeal Of Local Boundary Commission Decision, p. 23 (December 4, 2003) ("All other aspects of the LBC's decision are AFFIRMED.")

The LBC discussion of the municipal services needed by the area approved for annexation included the following: fire protection; emergency medical services; bulk water; public water utility; septic system controls; land use regulation; police protection and law enforcement; library; parks and recreation; and ports and harbors.

Of those needed services, KESA can legally provide only fire protection and emergency medical services, while the City can and does provide them all. KESA has no independent power to tax — it is dependent on the KPB to levy and collect taxes. Those taxes are limited by Borough ordinance to property taxes at the rate1.75 mills. The City, in contrast, may levy property taxes (without a 1.75 mill rate limitation), sales taxes, other taxes, and various user fees to provide all of the necessary services.

Because there is a need for municipal services that KESA is incapable of providing, the interests of KESA in collecting tax revenue from the area must yield to the greater need to annex the area to Homer. As the LBC found (and the court affirmed), Homer is the municipality that is best able to provide the full range of city services that are clearly needed in that area.

When the impact of the annexation on KESA is compared with the impact on the City of not annexing, the latter greatly outweighs the former. Reducing KESA's tax base may impair its ability to raise revenues to provide fire and emergency services, but denying annexation would have a greater and more serious effect of impairing (or denying) Homer's ability to provide fire protection; emergency medical services; bulk water; public water utility; septic system controls; land use regulation; police protection and law enforcement; library; parks and recreation; ports and harbors; and other city services that are needed by the area approved for annexation.

On balance, the benefits of annexing the approved area to Homer to provide the necessary city services greatly outweigh the resulting effect on KESA of diminishing its tax base.

It Is In State's Best Interest That Residents Surrounding Cities Have A Full Complement Of Municipal Services, Not Limited Service Provided By Numerous Service Areas

The state has already declared that providing necessary services to a new area through annexation to a city is constitutionally and statutorily preferred over the creation of new service areas for the same services. Alaska Const. art. X, sec. 5; AS 29.35.450(b); Keane v. Local Boundary Commission, 893 P.2d 1239, 1243 (Alaska 1995). Thus the state has declared as a matter of law and policy that it is in the state's best interests to have local communities organized into a city form of government, and it is against the state's best interest to have proliferating service areas.

Therefore, the proponents of KESA interests have a very heavy burden to bear. The evidence, policy, and state interests favoring this one limited service area would have to be overwhelming to justify denial of annexation to Homer in light of the approved areas' established need for a full complement of city services.

Because the evidence, policy, and state interests do not overwhelmingly favor retention of the 4.58 square miles within KESA, the Commission should affirm its prior decision approving the annexation of the 4.58 square miles to the City of Homer.

Neither The Kenai Peninsula Borough Nor KESA Opposed The Annexation

KESA is not an independent legal entity and has no corporate status. It is a dependent subdivision of the Kenai Peninsula Borough, established by the borough as a specific geographical area for its convenience in providing specific services and collecting taxes. North Kenai Peninsula Road Maintenance Service Area v. Kenai Peninsula Borough, 850 P.2d 636 (Alaska 1993). As such, the Kenai Peninsula Borough is the legal entity with the authority to speak and act on behalf of KESA. By local ordinance the KPB has established a local service area board to provide for operation of the service area. KPB, therefore, is the official spokesman for KESA, but the KESA board might from time-to-time also speak for KESA unofficially or with delegated authority. In this case, neither the KESA board nor KPB spoke out to suggest that the proposed annexation would cause problems for KPB or KESA.

At no time during the annexation proceedings did the KESA board or the Kenai Peninsula Borough take a formal position opposing annexation. See R 700-702 and 3041-3042; LBC Transcript of Proceedings, 53-58, December 14-15, 2001. They did not complain that KESA would be rendered bankrupt or nonviable by the annexation. In fact, KESA was successful in obtaining grant funding for equipment and other needs, even when it was still subject to the possibility that the whole 25.64 square miles (as initially petitioned) might be annexed to Homer. See R. 3045.

The minutes of the KESA board from its inception until January 17, 2002, are attached as Exhibit 2. These minutes are devoid of expressions of concern about how annexation might decrease the tax base of the service area. There is some acknowledgment that KESA might have to adjust its budgeted expenditures when the effect of annexation on the taxable assessed values is determined, but there is no expression of concern that KESA will not be able to continue with its plans to develop a functioning and well-equipped emergency service area.

This silence strongly suggests that appellants' expression of concern about KESA's continuing viability is not shared by the KPB or the KESA board. For KPB and the KESA board, this issue did not even rise to the level of meriting comment to the LBC. It simply was not a weighty concern to the officials responsible for the service area.

Therefore, when comparing the interests of the service area with the interests of the City and the best interests of the state, the LBC should conclude that KESA's interest in retaining this area for its tax base was not of great importance. KESA's interest in

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the tax base is not significant — it is vastly outweighed by the City and state interests at issue.

The State Interest Favors Healthy Cities

It is in the state's interest for its cities to be strong and healthy, and to encompass all of the people in the community. It is against the state's interests for a city to be financially strapped and hemmed in by significant numbers of people and businesses who are part of one overall community, but do not participate as citizens and residents of the city.

The state policy for strong cities is expressed in Alaska's Constitution, art. X, sec. 1:

The purpose of this article is to provide for maximum local self-government with a minimum of local government units, and to prevent duplication of tax-levying jurisdictions. A liberal construction shall be given to the powers of local government units.

The Constitution further provides that cities and boroughs are the only government entities with taxing power, art. X, sec. 2:

All local government powers shall be vested in boroughs and cities. The State may delegate taxing powers to organized boroughs and cities only.

Our Supreme Court has observed that the purposes for approving local boundary changes include

doing away with two separate governments in a single community and avoiding multiplication of facilities and services, duplication of tax burdens, and inevitable jurisdictional conflict and chaos.

Oesau v. City of Dillingham, 439 P.2d 180, 184 (Alaska 1968). In a more recent case discussing the provision of essential services to a community within a borough, the Court made the following observation comparing local service areas to a new city:

If numerous service areas are set up supplying only one or two services each, there is the potential for an inefficient proliferation of service areas. In contrast, once a city is established, it can provide many services, and other communities can annex to the city in the future.

Keane v. Local Boundary Commission, 893 P.2d 1239, 1244 (Alaska 1995).

As the quoted materials establish, the state policy is that a city should serve to maximize local self-government in a community. The proliferation of service areas or other local government units in the same community leads to multiplication of facilities and services, duplication of tax burdens, jurisdictional conflict and chaos, and inefficiencies. It is contrary to the state's interests to allow this to happen in a community.

As the LBC found, the record "clearly demonstrates" that the City of Homer and the area approved for annexation comprise "one organic community separated by the invisible corporate boundaries of the City of Homer." Statement of Decision, p. 10 (December 26, 2001) [R 3361]. Annexation of the area is the best way for the existing city to acquire both the jurisdiction and the enhanced financial ability to provide essential services to the entire community. As the LBC previously found, the City already provides many services that benefit people beyond its border, even beyond the extended border after annexation. If the City does not benefit from an enhanced financial ability because annexation is denied, then the City becomes financially squeezed. Its tax base weakens as more development occurs just beyond its boundaries, while at the same time that development causes a greater demand for services from Homer. As a result, the City of Homer is financially weakened, its ability to continue providing services suffers, and thousands of people on the southern Kenai Peninsula will be adversely affected. This is not in the state's interest.

Thus, the state has a strong interest in the City of Homer becoming and remaining strong and financially secure so it can provide the full range of essential local-government services to the surrounding community. Depriving the City of the tax base and jurisdiction in the annexed area so it can be devoted to the KESA is a clear step in the direction of proliferation of service areas that can provide only one or two services, multiplication of facilities, jurisdictional conflict and chaos, and inefficiency.

On balance, state and city interests favoring the annexation far outweigh the interest of the local service area in retaining the annexed territory.

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Thank you for the opportunity to comment on these matters.

Very truly yours,

City Manager

06/23/04

Exhibit 1

Tans, Gordon-ANC

From:

Wheat, Connie [CWheat@borough.kenai.ak.us] Friday, June 04, 2004 8:44 AM

Sent:

To: Subject:

Tans, Gordon-ANC **KPB** Service Areas



Attached are the Certified Roll Assessed Values for the Kenai Peninsula

Borough Service Areas - Tax Years 2000 to 2004. If you need any further information, just let us know.

<<KPBSUM TJA2000tocurrent.xls>>

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 577,965,200 OIL 417,696,350 PERSONAL 39,960,793

TOTAL \$1,035,622,343

TCA 57 Bear Creek Fire

REAL 70,426,900

OIL 0

PERSONAL 714,664

TOTAL \$71,141,564

TCA 68 Anchor Point Fire & E.M.S.

REAL 116,519,500

OIL 0

PERSONAL 743,841

TOTAL \$117,263,341

TCA's 53,54&55 North Peninsula Recreation

REAL 577,965,200

OIL 444,778,710

PERSONAL 40,312,080

TOTAL \$1,063,055,990

TCA's 54,58,70 Central Emergency Services

REAL 827,454,585

OIL 39,743,080

PERSONAL 71,330,517

TOTAL \$938,528,182

TCA's 20,52,64,65,68,80 South Hospital

REAL 674,344,662 OIL 899.480

OIL 899,480 PERSONAL 29,500,873

TOTAL \$704,745,015

TCA's 30,53,54,55, Central Hospital

58,61,63,70

REAL 1,820,662,735

OIL 461,271,710

PERSONAL 142,452,247

TOTAL \$2,424,386,692

TCA's 53,54,55,57,58, KPB Road Maint.

61,63,64,65,67,68

REAL 1,908,884,350

OIL 457,573,820

PERSONAL 107,691,949

TOTAL \$2,474,150,119

TCA's 63,64 Central Penin. Emergency Medical

REAL 122,670,150

OIL 20,950 PERSONAL 2,159,464

TOTAL \$124,850,564

TCA 55 Nikiski Senior

REAL 544,158,900

OIL 411,730,470

PERSONAL 37,823,171

TOTAL \$993,712,541

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 553,547,900 OIL 561,063,730 PERSONAL 47,739,364

TOTAL \$1,162,350,994

TCA 57 Bear Creek Fire

REAL 73,312,700
OIL 0
PERSONAL 2,079,783
TOTAL \$75,392,483

TCA 68 Anchor Point Fire & E.M.S.

REAL 118,160,300 OIL 0 PERSONAL 746,718

TOTAL \$118,907,018

TCA's 53,54&55 North Peninsula Recreation

REAL 553,547,900
OIL 581,142,240
PERSONAL 47,798,201
TOTAL \$1,182,488,341

TCA's 54,58,70 Central Emergency Services

REAL 852,578,285
OIL 32,876,750
PERSONAL 63,880,151
TOTAL \$949,335,186

SERVICE AREA TAXABLE ASSESSED RECAP

TCA's 20,52,64,65,68,80,81 South Hospital

REAL 689,597,312 OIL 228,900

PERSONAL 28,651,628 **TOTAL \$718,477,840**

TCA's 30,53,54,55, Central Hospital 58,61,63,70

REAL 1,825,865,435 OIL 600,912,830

PERSONAL 143,679,861

TOTAL \$2,570,458,126

TCA's 53,54,55,57,58, K P B Road Maint.

61,63,64,65,67,68,81

REAL 1,918,080,150

OIL 592,601,180
PERSONAL 112,674,556
TOTAL \$2,623,355,886

TCA's 63,64 Central Penin. Emergency Medical

REAL 123,862,550

OIL 8,320 PERSONAL 1,881,448

TOTAL \$125,752,318

TCA 55 Nikiski Senior

REAL 519,377,100 OIL 555,259,080 PERSONAL 43,905,325

TOTAL \$1,118,541,505

TCA 81 Greater Kachemak Fire / EMS

Greater Kachemak Fire / EMS
REAL 216,171,000

OIL 0

PERSONAL 417,767

TOTAL \$216,588,767

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 633,311,100 OIL 607,401,510 PERSONAL 45,845,261

TOTAL \$1,286,557,871

TCA 57 Bear Creek Fire

REAL 81,038,900 OIL 0 PERSONAL 2,103,152

TOTAL \$83,142,052

TCA 68 Anchor Point Fire & E.M.S.

REAL 121,858,200 OIL 4,956,210 PERSONAL 2,063,798

TOTAL \$128,878,208

TCA's 53,54&55 North Peninsula Recreation

REAL 633,311,100 OIL 633,756,860

PERSONAL 46,123,213 **TOTAL \$1,313,191,173**

TCA's 54,58,70 Central Emergency Services

REAL 933,228,267 OIL 39,675,130

PERSONAL 71,066,896

TOTAL \$1,043,970,293

SERVICE AREA TAXABLE ASSESSED RECAP

TCA's 20,21,52,64,65,68,80,81 South Hospital

REAL 723,915,212

OIL 9,943,230 PERSONAL 34,627,366

TOTAL \$768,485,808

TCA's 30,53,54,55, Central Hospital

58,61,63,70

REAL 2,024,846,167
OIL 652,963,630
PERSONAL 147,739,536
TOTAL \$2,825,549,333

TCA's 53,54,55,57,58, K P B Road Maint.

61,63,64,65,67,68,81

REAL 2,042,044,450
OIL 657,019,870
PERSONAL 115,936,791
TOTAL \$2,815,001,111

TCA's 63,64 Central Penin. Emergency Medical

REAL 134,577,100 OIL 0

PERSONAL 3,193,139

TOTAL \$137,770,239

TCA 55 Nikiski Senior

REAL 597,522,300 OIL 600,689,240 PERSONAL 37,713,267

TOTAL \$1,235,924,807

TCA 81 Greater Kachemak Fire / EMS

REAL 176,963,000

OIL 0

PERSONAL 199,069

TOTAL \$177,162,069

Exhibit 2

Greater Kachemak Volunteer Fire and Emergency Medical Service Area

Approved Minutes

Thursday, November 30, 2000 7 p.m. Borough Annex Building 206 E Pioneer Avenue, Homer

1. The meeting was called to order by Scott Cunningham at 7 p.m.

2. Roll Call

Present: Scott Cunningham, Pat Johnson, Dennis Oakland, Mary Griswold Absent: Leroy Krumm (excused)

3. Public Comments

Scott Cunningham opened the discussion with introductions and request for public input about what services residents desired and how they thought they could be best provided. 6 people offered comments and answered questions from the board.

Lloyd Schade (35250 Schade Drive, Homer) described volunteer department activity in Missouri and shared a handout of a pilot program to help fire departments upgrade their fire fighting effectiveness. He described his efforts to be prepared: he has a 25,000 gallon tank he will bury by the road and is setting up a quick response unit. He doesn't think Homer can serve residents as far out East Road as he is (15 mile). He has saved his farm from several fires over the last 40 years. He does not favor a contract with the city. People living far out road accept lower level of service.

Gary Mayforth (P.O. Box 3514, Homer) expressed his concern about where we are going to get water for far out East End Road, proposing that the head of the bay may be a good source to serve from that end west instead of hauling from town. We should avoid the problems Soldotna had before becoming a unified service area. We must figure out how to grow into an effective community wide service. Higher population density areas may have greater need for service.

Abby Fuller (P.O. Box 2845, Homer) said it makes sense to contract with the city of Homer.

Gary Thomas (P.O. Box 2486, Homer) suggested that it may make sense to separate EMS from fire suppression in contracts for service, especially since the borough is looking at borough wide EMS which the borough would fund separetely. He also suggested our doing a needs assessment by the service area residents through a survey, door-to-door, or phone calls. When we know what people want, then we can design service. The board should maintain its own identity, not merely be a pass through to the city, but a contract would be good to avoid duplication of infrastructure. City may not provide all services to service area. We can define who provides what. It is important that volunteers move freely across political boundary lines. USDA may have grant money available. The plan is a bigger challenge than funding. A big question will be under whose authority volunteers run equipment: HVFD rules or service area rules. Having equipment and garage is a good bargaining chip if negotiating with city, as Kachemak City provides. Negotiating a contact is time consuming. Talk to Phil Morris about how Kachemak City did it; it took about 6 months.

Pete Roberts (P.O. Box 1134, Homer) said we should look at all options without bias before making a decision on service plan. Don't split up volunteers. He favors a contract with city, but not to rush into it without looking a all options. Contract for about 1 mill to leave money for equipment. He suggests neighborhood meetings at McNeil, Diamond Ridge. Kachemak City community center is available for larger meetings. City has said they will continue service while we work out a plan. Nikiski and CES may lend us money for equipment because they have surplus funds. Mike Fastabend and the Firewise program will be helpful.

John Phillips (32115 Williams Street, Anchor Point) presented his idea for water tank storage. CES is a good model for us to look at. Look for 5 mile radius of department infrastructure for improved ISO ratings. Training is very important and expensive. We could advertise for training to see what volunteer interest is.

In response to reporter Hal Spence's question about forward funding, Mary Griswold said that Finance Director Jeff Sinz told her that the borough was reluctant to fund a contact for service before the beginning of the new fiscal year July 1st. Scott Cunningham said the borough would be more willing to forward fund equipment because payment could be made after or closer to July 1.

Milli Martin (no signup info) recommended we talk to CES and Nikiski departments.

Scott Cunningham noted that people have told him they want faster response. We must first identify needs and then plan for best way to provide the service.

4. New Business

Oakland/Griswold moved to select Scott Cunningham as chair. Unanimous. Oakland/Cunningham moved to select Pat Johnson as vice chair. Unanimous. Oakland/Cunningham moved to select Mary Griswold as secretary. Unanimous.

Cunningham/Johnson moved to ask CES and Nikiski administrative officers to speak to us at an upcoming meeting. Unanimous. Cunningham will call them.

5. Announcements

Anchor Point Fire Service Area board will meet on Tuesday. December 19th at the Anchor Point Fire Department.

- 6. Our next meeting will be Thursday, December 7th at 7 p.m. at the borough annex in Homer.
- 7. The meeting was adjourned at 8:25 p.m.

Submitted by Mary Griswold Approved December 7, 2000

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Greater Kachemak Volunteer Fire and Emergency Medical Service Area

Approved Minutes

Thursday, December 7, 2000 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order by Scott Cunningham at 7 p.m.
- 2. Roll Call
 Present: Scott Cunningham, Dennis Oakland, Mary Griswold
 Absent: Leroy Krumm (excused), Pat Johnson (excused)
- 3. Public Comments

Lloyd Schade (35250 Schade Drive, Homer 99603) recommended pursuing a borough property tax credit for fire prevention efforts. He will do further research and bring a draft to a future meeting. He is also planning to meet with the beetle task force technicians to evaluate his fire plan for his property. He showed us a publication from the National Interagency Fire Center called "Planning the Water Supply and Distribution in the Wildland/Urban Interface." Mary will send for copies.

Robert Purcell (P.O. Box 15006 Fritz Creek 99603) talked about developing a dry hydrant system: it is a cheap way to store water, install every 6-10 miles, Fritz Creek is one good location, borough could install a tank on its land at McNeil Canyon School where well water is available. The biggest expense of a dry hydrant system is for adequate access: a good road and room to turn around. It works best on turnouts on a main road. Water on wheels is better than dry hydrant: much less labor intensive because shuttling tankers takes more people than driving a large tanker/pumper. Large tankers require commitment to heated fire stations. Milk trucks are relatively inexpensive and can be converted to tankers but fuel trucks cannot because they are not designed to carry the heavier liquid. 2500 or less capacity is advisable due to weight considerations on the poorer roads in the service area. A small amount of water early to knock down a fire is important for fire suppression. Fires are easier to stop than they are to put out totally. Less than 1000 gallons of water early can save a house, but it can take much more to completely extinguish a fire that has already consumed the structure. We could concentrate on tankers because HVFD has sufficient tanker/pumpers which are primarily designed for urban hydrant systems. A F550 chassis with 350 gallon tank would be a good acquisition. Fast attack, brush trucks, and first response vehicles require no commitment to fire stations and will always be needed no matter how FSA evolves. Brush trucks buy us time to assemble the people necessary to further fight a fire. Early intervention is the best value. Keep the tax rate low, go with incremental expansion, avoid excessive capital expenditures. Better to reduce response time from HVFD than to duplicate service with a separate department. City fire department expense could double if service area operated separately due in part to disenfranchised volunteer replacement with paid staff. Establish performance objectives so people in service area know what they are paying for: get out of station in 2 minutes instead of in more than 15 minutes as sometimes happens now especially at night or on weekends. People both in city and in service area would benefit from better service than they are now getting. Three suggestions for

enhanced service: mandatory volunteer night shifts (volunteers may or may not agree); paid call instead of volunteer service, 24 hour EMT-firefighter coverage using 3 additional employees plus part of on existing position's time. Paid call might encourage additional members, though some would also likely quit. There is a limited number of volunteers who are adequately trained to work at night which would put a greater burden on those who are, and may not be willing to take added work due to time constraints. Duplication of service would be very expensive: as much as 5 mils to front-load an operating department. Engendered reliance is difficult to unravel so the city is not likely to stop service on short notice.

Tim Yarbrough (P.O. Box 15411 Fritz Creek 99603) expressed his concern as a HVFD volunteer about the service area creating its own department because it could split the volunteers or make it difficult to keep volunteers to consistent high standard of performance.

Scott Cunningham noted that State Forestry has \$30,000 grants available that we could qualify for. He added that Ed Oberts will ask if bark beetle money can be used to help our FSA. Ed Oberts relayed that Ron Drathman will do nothing to facilitate success of fire service area. Bob Painter is willing to discuss a contract and would be the person most likely to negotiate with us if a contract is pursued. Colette Thompson is looking into writing a letter of request for continued service to the city. Ed Oberts said that the borough may fund a facilitator position to research equipment and contract information through a \$40,000 contract.

- 4. Approval of Minutes of Previous meeting
 Oakland/Cunningham moved for approval of the minutes of November 30, 2000.
 Unanimous
- Unfinished Business
 A. Scott will pursue contacts with CES and Nikiski administrators for presentations
- 6. New Business
- A. Mary will contact Mike Fastabend at the beetle coordination office and Sharon at the Division of Forestry to make a Community Firewise presentation at Kachemak Center in January.
- B. Mary will bring a draft needs assessment to next meeting after running it by Robert Purcell and asking Gary Thomas to help. We will distribute the survey to service area residents by the end of December.
- C. Oakland/Griswold moved that Scott contact Ed Oberts to obtain more information about the facilitator position to get the service area up and running. Unanimous
- D. Board approved using the Borough Annex mailing address at P.O. Box 1849 Homer 99603 for service area correspondence and confirmed that Thursday meeting dates and board member addresses were correct for web site inclusion by the borough clerk. Personal e-mail addresses will not be included on the web site.
- E. Mary will e-mail to board members a draft letter of interest in discussing potential contract negotiations with the city for fire protection and EMS to be reviewed at the next meeting.

F. Oakland/Cunningham moved to adopt the agenda format and procedures presented by Mary:

Greater Kachemak Volunteer Fire and Emergency Medical Service Area

AGENDA

Thursday, -----7 p.m.
Borough Annex Building
206 E Pioneer Avenue, Homer

- 1. Call to Order
- 2. Roll Call
- 3. Public Comments (on matters both on and off the agenda)
- 4. Correspondence
- 5. Approval of Agenda
- 6. Approval of Minutes of Previous Meeting
- 7. Unfinished Business
- 8. New Business
- 9. Comments of the Audience
- 10. Board Comments, Announcements, Future Agenda Items
- 11. Date and Time of Next Meeting
- 12. Adjournment

This format removes the Opening Ceremony from and adds Correspondence and Comments of the Audience to the model agenda we received at the borough assembly training session.

Agenda items will be submitted to Chair by the Monday evening before the meeting. Chair will e-mail the meeting agenda to the board members by the Tuesday evening before the meeting. Secretary will post the meeting agenda at the Borough Annex on Pioneer Ave. on the Wednesday morning before the meeting. Unanimous

7. Comments of the Audience

Robert Purcell commented that he was pleased with the makeup of the service area board. Tim Yarbrough commented that he was satisfied with the direction the board was taking.

- 8. Our next meeting will be Thursday, December 14th at 7 p.m. at the borough annex in Homer.
- 9. The meeting was adjourned at 8:55 p.m. Submitted by Mary Griswold

Approved December 14, 2000

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Greater Kachemak Volunteer Fire and Emergency Medical Service Area (KES)

Approved Minutes

Thursday, December 14, 2000 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold Absent: none

3. Public comment: 5 people commented

Sam Cook (54437 East End Road, Homer 99603) is developing the time share community off Walters at 9 mile East End Road. He intends to have in place by May 2001 a fire suppression system consisting of a 200,000-gallon tank near East End Road and an additional 100,000 gallons of water available. The source will be wells. His ISO rating will come down to 8 when system is complete. 60 1200-square foot split unit cabins will be built in phase one of this project. The cabin logs will be dipped in no-burn for fire prevention. He strongly prefers the service area operate independently of the city of Homer. He offers his system to help save lives and property.

Oliver Robinett (P.O. Box 2909 Homer 99603) recommended water sources in different places and that a good source may be the city water tank off Skyline Drive.

Lloyd Schade (35250 Schade Drive, Homer 99603) presented his Tentative water supply for wildland/urban fire fighting from Mile 9 East End Road to Russian Village, Mile 21.8. The system would include 200,000+ gallons at the Time share, 10,000 gallons at McNeil Canyon Elementary School, 500,000-gallon reservoir and 25,000 gallons at a fire station at Mile 15.5, a dry hydrant on Eagle Lake, and 10,000 gallons at Voznesenka. He is talking to the Russian village leaders and would consider arrangements with service area for a fire station on his property.

Vi Jerrel (P.O. Box 938, Homer 99603) does not want to contract with the city because this could give them justification a reason for annexation. Grants are available for equipment.

Ed Oberts (KPB Mayors office Soldotna 99669) reported that a Nikiski ambulance and a CES tanker may become available soon. Spruce bark beetle task force money may be available for purchasing equipment and developing water sources. We can help organize community projects which could include money for us. Kenai has been very successful with proposals. Our insurance will cost us about \$20,000 per year as an allocated portion of the borough's cost. He advised that contracts be in place before we send any equipment to a wildland fire or we may not be reimbursed for use. Borough-wide EMS is a ways away; more likely to develop a southern Kenai Peninsula service covering Ninilchik, Anchor Point, and Homer area. CES chief

Mumquist and Nikiski chief Harris are willing to meet with us; suggests that we may want to go up there. We can submit request to be included in borough package for state municipal assistance.

- 4. Correspondence: none
- 5. Approval of agenda: not available
- 6. Approval of minutes of previous meeting: Oakland/Johnson moved for approval of minutes of December 7, 2000. Unanimous

7. Unfinished business:

- A. Scott will contact CES and Nikiski administration and board members about meeting with us.
- B. Community Firewise presentation is scheduled for Thursday, January 18th at 7 p.m. with Mike Fastabend, Earl Breyfogle and Sharon Kilbourn-Roesch. Location is tentatively set for the Kachemak Community Center. Mary will confirm.
- C. Draft needs assessment was approved by consensus. Mary will format for a single page. Ed Oberts will check about getting this inserted in end-of-year borough mailings. We think it is important to mail it to service area residents in addition to making it available over the counter.
- D. Ed Oberts reported that money to hire a facilitator to help get the service area up and running would be advanced from our budget if approved. We decided by consensus that we would proceed on our own for now recognizing that the board members are willing to contribute some volunteer time to this process. Pat, Dennis, and Mary will help with grant writing for equipment acquisition.
- E. The letter of interest to the city was approved by consensus with the following amendments:

That it be addressed to Fire Chief Painter, that reference to possible contract negotiations be changed to possible cooperative arrangements and that it be faxed to Colette Thompson for approval before being sent. Mary will follow up on this.

8. New Business:

- A. Kachemak Emergency Services (KES) will be used as a less cumbersome name for our service area. Approved by consensus.
- B. Ed Oberts reported that Unical awards \$6000 in grants every 6 weeks. Mary will contact them for a grant application.
- C. Ed Oberts reported that the borough will submit a request for state municipal assistance in early January. At next meeting we will decide what to request.

- D. Discussion of the proposed framework for evaluating our service options was postponed to next meeting's new business.
- E. Decision to reschedule or relocate the January 11 meeting was postponed to next meeting's new business. We cannot use this building on January 11. We can use it on January 10.
- 9. Comments of the audience:

Sam Cook suggested researching surplus military and other sources of surplus equipment. Vi Jerrel reported that Mary Olson had done research on this. Ed Oberts said to contact borough fire chiefs about surplus equipment. Borough equipment is surplussed for free; if sold at auction, then money goes to original purchaser. Mary will contact Mary Olson about her research.

- 10. Board comments, announcements, future agenda items:

 Pat requested topo maps of the service area for personal use. Ed said he'd try to get us those and other maps from GIS.
- 11. Date and time of next meeting: 7 p.m., Thursday, December 21, 2000
- 12. Adjournment: at 9:55 p.m. Oakland/Johnson. Unanimous.

Approved December 21, 2000

KES minutes 12/14/00

Greater Kachemak Volunteer Fire and Emergency Medical Service Area (KES)

Approved Minutes

Thursday, December 21, 2000 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold Absent: none

3. Public comment:

Vi Jerrel (P.O. Box 938, Homer 99603) asked that her comments at last meeting be corrected to read that a contract with the city could give them "a reason for" annexation instead of "a justification for" annexation. She repeated her opinion that we should not contract with the city. "We want our own service area."

4. Correspondence:

Mary noted that we received the Water Supply and Distribution information from the National Interagency Fire Center and with it a catalogue of other available publications.

- 5. Approval of agenda: Oakland/Johnson. Unanimous
- 6. Approval of minutes of previous meeting: as amended to correct Vi Jerrel's comments. Johnson/Krumm. Unanimous.

7. Unfinished business:

- A. Scott contact CES and Nikiski concerning assistance: Scott will wait until we get survey results.
- B. Firewise presentation location & final information: Confirmed for Kachemak Community Center on January 18th, 7 p.m. If Scott does not have a key, we need to arrange to pick one up before meeting. Mary will deliver press release after Earl Breyfogle edits her draft.
- C. Needs assessment survey mailing, financing, update: Survey is ready to print. Distribution will cost approximately \$400. Ed Oberts advised Mary that neither assessing nor finance was doing a mailing before the end of the year. Consensus to push for a separate mailing as soon as practical. We think it is important to provide service area residents an opportunity for early input to guide our decisions for service. Mary will contact Ed to find funds for this mailing and for future service area start-up expenses.
- D. Status of interest to city letter: Borough attorney Colette Thompson reviewed letter and recommended addressing it to Ron Drathman with cc to Fire Chief Painter, but agreed to

defer to local knowledge. We deferred to Dennis' experience with the City Police Department to follow local protocol and address the letter to Chief Painter. Scott signed. Mary will deliver it tomorrow.

- E. Status of Unocal funds: Unocal grant committee will meet in January. Ed Oberts advised Mary to ask for about \$2,000 for start-up operations. We will discuss specifics next week.
- F. Discuss request for state municipal assistance: Request is due tomorrow. We agreed to 4 priorities in this order:
 - 2 ALS vehicles @ \$60,000 ea.
 - 2 First response brush trucks @ \$90,000 ea.
 - 2 Fire stations to house ALS vehicle, brush truck, and tanker @ \$150,000 ea.
- 2 Tanker trucks @ a price Pat Johnson will research tomorrow morning.

 Mary will draft requests, send out for edits, and deliver to Ed Oberts by tomorrow afternoon.
- G. Framework for evaluating service options: Framework was adopted by consensus. Mary will assemble information as acquired under appropriate categories. This information will be helpful to us and the public as we develop and approve our plan for service.
 - H. Schedule/location for Jan 11 meeting: Confirmed for same time/location
- I. Status of surplus equipment: Mary Olson will give us what information she has as soon as she has time to find it. Pat noted that good used equipment is not easy to find. Airport equipment is often not suitable. We will continue research.
- J. Availability of topo maps: Ed Oberts advised Mary that he is working on this through GIS. Lee commented that some people near the western boundary may not know if they are in the service area.

8. New Business:

- A. Discussion of land use for water storage usage: We will followup on Lloyd Schade's excellent information for a dry hydrant system beyond Mile 9 East End Road. We will research similar possibilities for the Diamond Ridge area, keeping an eye out for borough water sources. The McNeil Canyon School well is not a large source, but its small 2-inch pump could fill a reservoir over time. Pat will research.
- B. Submission of grant paperwork: Grant efforts for capital expenditures will be beneficial no matter what direction our service delivery system takes. Mary will ask Earl Breyfogle for information about application process through bark beetle program.
- C. Assign researcher for pricing/availability of fire/EMS equipment (preliminary): Scott and Pat agreed to do this. Discussion: Borough pays city \$48,000 for one dispatch position; state pays for a second, which amounts to a third of the dispatch personnel of 6. All borough 911 calls to to Soldotna and are re-directed to appropriate responder, which could be KES if city objected to dispatching outside its boundaries. Scott reported that HVFD volunteers generally agree to serve both departments, but there is a concern about liability crossing political lines. HVFD has

44 airpacs (18 are spares) at \$2500+ ea. Rescusi-Annies cost \$1200- \$1500 ea. and a couple are necessary for training programs. KES would need around 40 volunteers to run a stand alone department. It is hard to find volunteers during work hours. CES might be helpful on personnel information. Mutual aid agreements with HVFD and Anchor Point fire department would help personnel crunch. ISO ratings will become a more important issue if/when insurance premiums are increased. ISO ratings are based on capability not necessarily usual performance: not always indicative of reliable level of service.

- 9. Comments of the audience: None
- 10. Board comments, announcements, future agenda items: Dennis and Lee are excused from next meeting. Happy holidays to all.

Next week's new business agenda items include:

Training/Personnel/Volunteer recruitment options: Scott will bring information about options and costs. He will also bring HVFD policies and procedures manual and HVFD budget and backup documentation.

- 11. Date and time of next meeting: December 28th, 7 p.m., Borough annex
- 12. Adjournment:: 8:45 p.m.

After-meeting agenda item: Mary will ask Earl Breyfogle to attend next meeting to discuss Bark Beetle task force grant application process and appropriate requests.

Approved 12/28/00

Chair

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Greater Kachemak Volunteer Fire and Emergency Medical Service Area (KES)

Approved Minutes

Thursday, December 28, 2000 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold Absent: Dennis Oakland (excused), Lee Krumm (excused)

Also present: Earl Breyfogle, Kenai Peninsula forester and 6 in audience

3. Public comment:

Earl Breyfogle, (KPB P.O. Box 1849 Homer 99603) discussed the Community FireWise Presentation coming up on January 18th. He told us that state forestry may have equipment to loan and may distribute excess federal equipment. He recommended contacting Jim Peterson at 260-4210. He recommended that we get a proposal in for the FireWise Community Action Program soon because the committee will meet in mid-January. Our idea for a dry hydrant system is appropriate. He recommended coordinating with the Village Safe Water Program to better share the costs (contact Annita Roberts 235-4033). Water would have to be potable, which may raise other problems. Defensible space around private property is the landowner's responsibility, not appropriate for bark beetle funding.

Lloyd Schade (35250 Schade Drive Homer 99603): the surface sources for his dry hydrant system would not necessarily be potable. Cutting trees on private property can be very expensive at \$72 a tree, which was the price through a recent contract.

4. Correspondence:

Mary shared the Anchor Point Fire Service Area board packet provided by Milli Martin.

5. Approval of agenda: Griswold/Johnson. Unanimous with the following additions: under Unfinished Business:

Equipment options/costs

under New Business:

Training options/costs
Personnel options/costs
Ordinance for name change
Ordinance for KES account and funding for start up
Maps

6. Approval of minutes of previous meeting: Cunningham/Johnson. Unanimous

7. Unfinished business:

- A. Contact CES & Nikiski re assistance post-survey results: Scott will contact after we get survey results and add more information to our Evaluation Framework, anticipating an early February meeting.
- B. Update on FireWise presentation: confirmed, notices to go to media and schools out East End Road
- C. Status of funding and distribution of Needs Assessment Survey: Ed Oberts approved funding from mayor's budget. Mailing of 1200 is scheduled to go out Wednesday, January 3.
- D. Status of letter to city: Fire Chief Painter told Scott that Drathman had sent a response to Bagley. Scott will check with Ed to confirm contents and next step.
- E. Discuss specifics of Unocal grant: Mary talked with Roxanne Sinz at Unocal (283-7505) who recommended requesting funds for a program or project rather than start up. The grants are considered in two groups: Less than \$1000 and over \$1000. Next committee meeting is mid-January, following meeting is mid-March. Consensus that education would be a good project, but we should develop the project better before submitting a grant request.
- F. Status of municipal assistance applications: Mary sent our four priorities to Ed Oberts last Friday, but had incorrectly described Priority 4. Mary will send corrected tanker description and cost to Ed first thing in the morning. Discussion about when this funding would be available: we suspect that it will be late fall of 2001. Scott will ask Ed Oberts.
- G. Status of spruce bark grant application: dry hydrant system seems to be best choice. Also hand tools, FedCos, for fighting wildland fires. Scott will check with CES about a description and cost for their wells and tank, and contact Robert Purcell about suitable water sources. We need to get this done before mid-January to make next task force grant committee meeting.
- H. Equipment: Pat found the following equipment prices:

 1 1/2 ton diesel, 300 gallon tank, 550 gpm pump, compressed air foam
 2500-gallon tanker, 1000 gpm pump, diesel engine, tools & equipment
 \$110,750 fob Homer
 \$201,842 fob Homer

Mary passed out a list of equipment and prices complied from Strategic Fire Planning Group report and the city's annexation petition so we can describe and price equipment we need. Pat and Scott will bring recommendations to next meeting.

8. New Business:

- A. Contact borough re availability of borough land for water source and storage: postponed
- B. Maps: Mary plans to pick up GIS maps of our service area next Wednesday. These maps will show us our service area boundaries, land ownership, and current use. From this information we can draw our boundaries on the Kachemak Bay Recreational may which shows

topography and roads. We can then better decide where we want to locate water sources, equipment, buildings, staging areas, etc.

C. Personnel options/costs: Scott asked Bob Painter for HVFD budget and policies manual, but was directed to city hall to obtain. City will charge copying if it agrees to make the policies available. Mary will get budget from library. Scott will review policies manual and decide if we need it. This raised discussion about getting money to cover our expenses (see F below).

Estimates are that city fire fighter salary and benefits are \$50,000 to \$60,000 and fire officer salary and benefits are \$56,000 to \$70,000. Borough positions may cost more because of better benefit package.

- D. Training options/costs: we don't know cost to HVFD, but cost to participants for Firefighter I is \$650 or a year's commitment to volunteer. More research necessary.
- E. Ordinance for name change: Milli Martin will check with borough legal department about process.
- F. Ordinance for KES account and funding for start up: Milli agrees that we need startup money and will research process to introduce ordinance that is necessary to set up our account and provide some funding. A simple ordinance takes a month to move through assembly.

9. Comments of the audience:

Kip Walrate (P.O. Box 462 Homer 99603) suggested that the Red Card wildland fire training program sponsored by state forestry might be an appropriate Unocal grant project. He observed that of the 13 participants who completed the last HVFD EMT class, only 3 are volunteers.

Sam Cook (54427 East End Road Homer 99603) asked how ISO ratings worked and requested a list of equipment we are looking for. He also asked about the length of training classes and said that his employees will be required to be trained, providing between 20 and 40 volunteers at the time-share at Walters Street, 9 mi. East End Road. Scott explained that ISO ratings are based on response time and water flow rates. He provided an equipment list.

Larry Haapala (P.O. Box 15405 FCB 99603) supports a volunteer department. He observed that power lines will be a likely fire ignition source. He noted that he was not allowed to help fight the fire on Hutler Road last summer even though he is skilled.

10. Board comments, announcements, future agenda items:

Mary noted that we have a lot of research to complete before we can come up with a plan and budget by the end of February. She suggests doing a long-range plan and a next-year's plan and budget. She would like us to get the Evaluation Framework filled in to the best of our knowledge within the next several weeks, and then consult with representatives from HVFD, CES, etc. to give us recommendations. Scott noted that he will be leaving on February 9, so would like to get some ideas firmed up during the first two meetings in February (1st and 8th). Date and time of next meeting: Thursday, January 4, 2001 7 p.m.

Adjournment: 8: 55 p.m. Approved 1/04/01

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Greater Kachemak Volunteer Fire and Emergency Medical Service Area (KES)

Approved Minutes

Thursday, January 4, 2001 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Mary Griswold

Absent: Leroy Krumm (excused)

Also present: Assemblyman Milli Martin, 5 individuals

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: approved with additions. Oakland/Griswold. Unanimous.
- 6. Approval of minutes of previous meeting: approved Oakland/Cunningham. Unanimous.
- 7. Unfinished business:
- A. Status spruce bark grant: waiting for specifics for dry hydrants. Scott has calls to CES and Robert Purcell. McNeil Canyon School and Voznesenka seem to be good initial locations on East End Road. Sites on Diamond Ridge/Skyline may have to be on private property due to lack of suitable borough property.
- B. Status state grants: Scott will check with Ed to see which of our priorities made the final list. Mary will draft a letter of support to Scalzi and Torgerson. Mary will ask Leroy to see our legislators while he is in Juneau.
- C Discuss HVFD budget: we reviewed FY2000 budgets for HVFD, Anchor Point and Bear Creek fire service areas. Discussion of line items. Dennis noted that funding positions at HVFD is important to improve EMS response times, especially during non-business hours, and that improved fire suppression is more up to individuals. Motor vehicle accidents are primary ambulance calls. Ambulance needs to respond to all 911 calls (in addition to first response vehicle) due to liability. Gil Mayforth (P.O. Box 3514, Homer 99603) suggested that volunteers are ready to meet response needs if equipment is provided. Discussion of Framework followed. Pat has equipment cost estimates coming in a couple weeks. We will fill in sections as we get info.

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D. Reminder of CES, Nikiski contacts: postponed

KES minutes 1/04/01

- E. Firewise presentation notification: press releases to local papers and radio stations, McNeil Canyon, Voznesenka, and Razdolna schools.
 - F. Needs assessment survey: mailed 1/03/01
- G. Discuss letter to city: Drathman wrote borough mayor Bagley in response to KES's letter of 12/21/00 asking who represents the borough in negotiations for service with the city. It is our understanding that we negotiate, subject to prior borough approval. Colette Thompson will draft reply to clarify. Scott noted that Ed Oberts reported that Drathman would like to see some good faith gestures from KES.

Drathman sent a memo on 1/02/01 to the borough clerk requesting copies of KES minutes, dates and time of all scheduled meetings for 2001, and copies of applications of successful and unsuccessful KES board applicants.

- H. Borough land for water storage: in short supply on Diamond Ridge/Skyline. Potential sites available at Greer Road, McNeil Canyon School.
- I. Status GIS maps: GIS prepared a map showing KES boundaries and current use of all parcels. Mary will add boundaries to GIS property ownership map in annex office. We can add boundaries to topo maps.
- J. State forestry grants: Jim Peterson of state forestry (260-4210) suggested the following: Federal Excess Property: pick up trucks refitted for wildland fire fighting. Volunteer Fire Assistance: match up to \$5000 for wildland fire suppression tools, etc. He will send us grant applications in the spring. He is also interested in working out cooperative agreement with us. They will contact us in February when their new hire is ready.

8. New Business:

- A. Discuss contacting Drew Scalzi for grant assistance: see 7-B.
- B KES name change: Milli Martin presented a draft KPB ordinance to change our name and provide \$5000 for startup operations, to be introduced by laydown on 1/09/01 and public hearing and vote on 1/23/01. Our long and cumbersome name to be shortened to Kachemak Emergency Service Area and a intergovernmental loan to be made for startup expenses, interest to be charged at 6.4% on outstanding balance computed monthly with loan due in full by October 31, 2001. Chris Moss will co-sponsor this ordinance. Discussion.

Cunningham/Oakland moved that KES recommend that the borough amend our name to "Kachemak Emergency Service Area" and provide us a \$10,000 interdepartmental loan to cover start-up costs according to the terms in the draft ordinance. The loan amount was increased from \$5,000 to \$10,000 to make sure we had enough money for start-up expenses without having to return to the assembly with additional requests. We may have travel expenses to inspect equipment, for example, which would require more money than that required solely for administrative-type expenses as originally anticipated. Unanimous.

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C. \$5000 start-up assistance: see 8-B.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Borough preliminary budget meeting is scheduled for Jan 8, 2001 at 10 a.m.

Dennis will be away working the next 3 to 5 weeks, and then on a regular 2-week rotation schedule.

Scott will be gone 6 weeks beginning 2/9/01.

- 11. Date and time of next meeting: Thursday, January 11, 2001, 7 p.m.
- 12. Adjournment: 9:50 p.m.

Approved 1/11/01

Chair

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Greater Kachemak Volunteer Fire and Emergency Medical Service Area (KES)

Approved Minutes

Thursday, January 11, 2001
7 p.m.
Borough Annex Building
206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7:10 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold Absent: Lee Krumm, Dennis Oakland (both excused)

Also present: 1 person in audience

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: Johnson/Griswold. Unanimous.
- 6. Approval of minutes of previous meeting: Cunningham/Johnson. Unanimous with the following amendment: Under 8-B add "The loan amount was increased from \$5,000 to \$10,000 to make sure we had enough money for start-up expenses without having to return to the assembly with additional requests. We may have travel expenses to inspect equipment, for example, which would require more money than that required solely for administrative-type expenses as originally anticipated," to clarify why we raised the loan request.
- 7. Unfinished business:
 - A. Contact CES & Nikiski re assistance post-survey results: postponed
 - B. Reminder on FireWise presentation: set-up at 6:30 p.m. on January 18th
 - C. Status of Needs Assessment Survey: 140 returned to date; Mary will begin tabulation
- D. Review framework: we added comments and noted more research where needed. Griswold/Johnson Unanimous to promptly develop a one-year operating plan and budget to support the present level of HVFD service to KES and provide limited additional services, to take effect July 1, 2001 and to be ready by February 23 to fit the borough FY2002 budget timeline. At the same time we will begin developing scenarios for operating KES for the longer term. The one-year plan will benefit all KES residents and allow time to evaluate service delivery options, infrastructure, and potential boundary adjustments before making major purchases or operational changes. Mary will draft proposed budget for board approval before sending to the borough legal department for review.

E. Status of name change/start-up funds: Ordinance 2000-19-21 was introduced 1/09/01; public hearing and vote is scheduled for 1/23/01.

- F. Status of municipal assistance applications in borough packet: Scott relayed that Ed Oberts is pretty sure our priorities are in the packet, but will double check and get back to him.
- G. Status of spruce bark grant application: Needs budget. Scott will contact Petro Marine and Mary will contact Blackwell for tank prices. We will review Lloyd Schade's estimates for dirt work and discuss with Task Force at next week's presentation.
- H. Discuss Drathman/Painter request for letter: Cunningham/Johnson Unanimous to move to executive session to discuss city and borough liability issues and potential contract terms relating to HVFD serving KES. Return from executive session. Cunningham/Johnson Unanimous to ask Colette Thompson to resolve liability conundrum and check Section 2 of Ordinance 2000-29.
- I. Status state forestry grants: Rick Platt is new forestry coordinator and will contact us. Department of Interior Rural Fire Protection Program grants will be available soon, for which we should qualify.
- J. Drew Scalzi contact: approved by consensus Mary's draft letter to Drew Scalzi and John Torgerson asking support for our equipment acquisition requests. Lee will contact both legislators while he is in Juneau this week.

8. New Business:

A. Discuss letter from city to borough concerning miss-quote: Scott recognizes that Ron Drathman may have been misquoted in regard to his lack of support for KES and apologizes to Drathman if it caused him any concern. In the future, we should contact the source before relaying second-hand quotes.

- B. Time-line for assessment: see 7-C.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Anchor Point Fire Service Area board meeting: Monday, January 15th, 7 p.m. at the Anchor Point fire hall.

FireWise presentation: January 18th, 7 p.m. at the Kachemak Community Center

- 11. Date and time of next meeting: January 25th, 7 p.m.
- 12. Adjournment: 10:10 p.m.

Approved 1/25/01

Scott Cunningham, chair

KES minutes 1/11/01

Kachemak Emergency Service Area (KES) Board Meeting Approved Minutes

Thursday, January 25, 2001 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold Absent: Leroy Krumm, Dennis Oakland (both excused) Also present: 4 in audience

- 3. Public comment: none
- 4. Correspondence: 39 surveys received today
- 5. Approval of agenda: Johnson/Griswold. Unanimous
- 6. Approval of minutes of previous meeting: Cunningham/Johnson. Unanimous
- 7. Unfinished business:
 - A. CES and Nikiski contact: postponed
- B. Survey results: 224 surveys have been tabulated to date. 49 have expressed interest in volunteering, 51 more are willing to talk to us. Ambulance/first response is the #1 priority service across all geographic areas, structural fire suppression is #2. The level of current service varies within and among areas, and most said they don't know their current level of service. All but a handful of residences are insured and even more have smoke detectors. 37% prefer to maintain service at current level, 35% prefer to improve service, 5% prefer to reduce service, and 23% expressed no preference. The average acceptable times for fire truck and ambulance arrival were generally less than what now occurs. Most common risks included slow response and wildland fires. Many expressed thanks for what HVFD has done and for what KES is doing. Two people expressed interest in donating land for stations.
- C. Framework additions: \$20 per tree for drop and limb on private property, HVFD 2000 call distribution, HVFD and CES policies and procedures manuals. Pat visited the Bear Creek Fire Department last Saturday, looked at their equipment and water supply. He noted that having 3500 gallons on wheels reduced their ISO rating. He will copy ISO rating compliance materials for us. Next week we will begin developing scenarios and associated costs for operating a full service department based on the information we have collected.

KES minutes 1/25/01

- D. Our name change to Kachemak Emergency Service Area and start-up loan of \$10,000 were approved by the borough assembly on Tuesday, January 23rd. Thanks to Milli Martin for shepherding this through.
- E. Borough packet: Our 4 priorities for state funding were included in the borough packet of legislative priorities 2001.
- F. Spruce bark beetle grant: Development of dry hydrant system needs more thought. Voznesenka has a domestic water system consisting of a 250,000-gallon above ground tank and 50,000-gallon capacity poured concrete storage under a building. We will research this approach as opposed to a 35,000-gallon steel tank at an estimated cost of \$50,000 plus installation. Don Blackwell Pump has experience and information about these alternatives.
- G. Department of Interior grants: We are collecting information on various grant sources. Federal Emergency Management Agency (FEMA) program will award \$100 million on September 30, 2001 but their application process is still under development.
- H: Borough letter to City of Homer: Scott reported that Mayor Bagley and Colette Thompson are finishing a letter to be sent shortly that confirms that the city should discuss contracts and other cooperative agreements with us because we have the local knowledge and that the borough will provide administrative and legal support for us.
- I. Torgerson/Scalzi contact: Lee visited both legislators to promote funding for our service area and our 4 priorities in particular when he was in Juneau on January 8th. They were receptive, but made no promises.

8. New Business:

A. KES letter to City of Homer: Mary presented a draft letter proposing to negotiate a one-year contract with the city beginning July 1, 2001, to continue the current level of service to our service area. The proposed terms include a description of service levels, contract fee, additional KES reimbursements for service, provision for vehicle acquisition and maintenance, and an indemnity statement. At this point, Scott called for comments of the audience before moving to executive session. Griswold/Cunningham Unanimous to move to executive session to discuss the specific financial terms of compensating the city for service and other reimbursement and contract items. After executive session, Cunningham/Johnson Unanimous to adopt letter as amended and send it to borough attorney for review.

9. Comments of the audience:

Cris Rideout (P.O. Box 2430, Homer 99603) encouraged volunteer incentives such as health insurance. He suggested that we request to be included on the agenda at the next Homer City Council meeting (February 12) to present our proposal. He is willing to visit the state legislature this spring on behalf of KES. He suggested looking into contracting for KES equipment maintenance through state and private mechanics as well as city public works.

Vi Jerrel (P.O. Box 938, Homer 99603) advised us not to be bashful about asking the legislature for money. Safety and health issues are priorities for the legislature as Dennis Oakland pointed

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out at a previous meeting. We can train and hire our own personnel when we have money. Ed Oberts has money sources to tap other than property taxes. The borough has hired a grant writer to help find funds. The borough may provide land for KES fire stations and noted that there is borough land next to state DOT on the Sterling Highway just past Rogers Loop that may be appropriate. She suggests that there are 3 areas for fire stations: Diamond Ridge, Skyline, and East End Road. Diamond Ridge is a big area to consider. There will be more calls for service when the service area is operational because right now, many people rely on themselves (for emergency transport) because they know that timely response from Homer is not available.

10. Board comments, announcements, future agenda items:

Pat will contact city about being on February 12 agenda (if our proposal is ready). He noted that we are not proposing to duplicate the service Homer provides, we are expanding it. We may have an edge on grants because we are new.

Scott agreed with Vi that outlying people often transport because HVFD response time is too slow and that Diamond Ridge is a very large area to serve. He agreed that we should be sure to ask for enough money for what we need.

Mary suggested that we start looking at a layout for future fire stations and prioritize building them based on access and water delivery, not necessarily immediately improved ISO ratings.

KES is scheduled to meet with borough finance at 3:30 p.m. on Wednesday, March 21.

- 11. Date and time of next meeting: Thursday, February 1, 7 p.m.
- 12. Adjournment: 9:30 p.m.

Approved 2/1/01

Pat Johnsøn, Vice-chair

Kachemak Emergency Service Area (KES) Board Meeting Approved Minutes

Thursday, February 1, 2001 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson (late), Mary Griswold

Absent: Leroy Krumm (excused)
Also present: 6 in audience

- 3. Public comment: none
- 4. Correspondence:

20 surveys received

Scott received a copy of Bagley's reply to Ron Drathman's letters of December 26, 2000 and January 8, 2001 indicating that the service area board is responsible for developing a plan for fire and EMS and has the authority to discuss and preliminarily negotiate this matter with the City of Homer, subject to borough approval. Bagley also noted that the service area is not yet operational and that the board is contemplating a contract with the city that would become effective on or after July 1, 2001, contingent on city interest and availability of funds.

Sue Hecks, coordinator for Kenai Peninsula subarea of the Southern Region EMS Council talked to Mary about EMS equipment sources, useful web sites, and meetings. When we know what EMS equipment we need, we can contact her for help to get it.

- 5. Approval of agenda: Griswold/Oakland Unanimous with additions of 7E and 8A.
- 6. Approval of minutes of previous meeting: Cunningham/Oakland Unanimous.
- 7. Unfinished business:
- A. Status of federal grants: FEMA has not yet set criteria or released application; Mary has a collection of other grant sources provided by Sue Hecks and Drew Scalzi (to Lee).
- B. Status of Needs Assessment Survey: approximately 300 received to date, a 25% return which all agreed was an excellent response. Mary will do a final tabulation.
- C. Status of letter to city: Borough administration is very busy with prison project; Ed Oberts told Mary that they would try to get back to us by Tuesday, February 6th. Pat will ask that we be included for a presentation on Homer City Council agenda for February 12th.

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Mary proposed amending the second paragraph as follows: We intend to promote a motivated, well-trained volunteer department and believe that both the City and our service area will be better served by a single force of volunteers under one supervisor and one set of procedures. The emergency run statistics suggest that there is no pressing need to duplicate the expensive infrastructure necessary to be properly prepared for emergencies, so we anticipate that this contract will help offset the City's cost of maintaining its current personnel and equipment assets. We anticipate that this contract will help offset the City's cost of maintaining its current personnel and equipment assets and allow KES to build upon the existing infrastructure to improve service to the outlying area. Approved by consensus.

D. Status of spruce bark grant application: Don Blackwell gave Mary an estimate of \$39,675 for a 35,000-gallon tank buried with a daylight drain. Steel tank weighs 27,500 pounds and costs \$27,500. It is made in Anchorage and requires 2-4 weeks lead time except 10 weeks in July or August. A liner for potable water costs \$3,500. \$9,000 to place and bury tank. A backhoe can lift 15,000 to 18,000 pounds so 2 should be sufficient. If not, a crane would cost additional. No decision was made to pursue grant funding.

E. Framework additions:

HB6 in state legislature would provide \$10,000 property tax exemption for fire and EMS volunteers. Keep an eye on this for volunteer incentive.

Chief Len Malmquist sent Mary an Excel spreadsheet of CES budget detail; he offered any help he can provide us. Mary will request other service area budget detail.

CES web site describes service area of 2,200 square miles and 22,000 residents served by 4 stations. Other helpful information included.

An equipment web site includes a Subaru Outback special service vehicle

8. New Business:

A. Full-service budget development: Whether or not we contact with the city, we will need additional equipment and buildings. Priority locations are out East End Road in vicinity of McNeil Canyon, Diamond Ridge near KGTL, and on Skyline by Wynn's corner or Tulin's property. If surplus ambulance is available, we could station in leased heated garage with snow removal for short-term as long as volunteers live near-by to take calls. Beefing up communications is important to overcome dead zones. We could provide training classes beyond McNeil and pay trainers (often done by volunteers). Beyond a contract with the city for personnel, we chose 2 options: paid administrative position with volunteer crew or paid staff like HVFD with volunteer crew. Further research is necessary to develop options and associated costs.

9. Comments of the audience:

Pete Roberts (P.O. Box 1134, Homer 99603) asked about size of first response vehicles and above ground water tanks and noted that the proposed volunteer tax exemption would amount to \$100 savings on 100,000 home, a good incentive that wouldn't be too hard on borough.

Lloyd Schade (35250 Schade Drive, Homer 99603) is interested in tax credits for fire prevention measures. He noted that a contract with the city gives them responsibility and liability. He is considering writing a letter of responsibility for city to sign if responding to a fire on his property. He asked what we have done to reduce insurance premiums.

10. Board comments, announcements, future agenda items:

Scott noted that improved response times and water sources should decrease insurance rates. We are compiling ISO rating requirements to help guide service.

Dennis will be gone next two weeks.

Milli Martin plans to attend our next meeting.

Kenai Peninsula EMS Council teleconferenced meeting on Friday, March 9th, 10 a.m.-noon. Anyone can attend, but can't be a member unless you provide service.

- 11. Date and time of next meeting: 7 p.m., Thursday, February 8, 2001
- 12. Adjournment: 8:55 p.m.

Approved February 8, 2001

Pat Johnson, vice chair

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Kachemak Emergency Service Area (KES) Board Meeting Approved Minutes

Thursday, February 8, 2001 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Mary Griswold

Absent: Scott Cunningham, Dennis Oakland (both excused) Also present: Borough assemblyman Milli Martin, 4 others

3. Public comment:

Lloyd Schade (35250 Schade Drive, Homer 99603) intended to film the meeting, but removed his camera after unanimous objection from the board and from Milli Martin. He briefly discussed the advantages of barricade gel over water in fighting fires, and expressed frustration over the slowness of getting service established. He doesn't want to wait until July. He wants to set up Eastland Volunteer Fire Department to fight wildfires east of Fritz Creek. He would like public funding and support from KES but does not want to operate under KES umbrella. He agreed to make a presentation to the board at next week's meeting under New Business.

- 4. Correspondence: none
- 5. Approval of agenda: Krumm/ Griswold Unanimous as presented
- 6. Approval of minutes of previous meeting: Krumm/Johnson Unanimous
- 7. Unfinished business:

A. Grants:

A.1. Milli Martin (P.O. Box 2652, Homer 99603) reported that assembly representatives are going to Washington DC in March to seek federal funding for borough projects. She will include our 4 legislative priorities and dry hydrants on her list. She explained that Voznesenka is expanding its water supply and she needs to know by February 20 if this is a funding priority for KES. She passed out information about their project for our consideration. We will discuss this at next week's meeting.

A.2. FEMA grant categories include fire prevention programs, training, vehicles, personal protective gear, fire fighting equipment, and wellness/fitness programs from which we may apply under two. By consensus we approved applying for fire fighting equipment and training when the application process opens.

A.3. Bark beetle funding: Pat will talk to McNeil School about feasibility of installing a tank on school grounds. We need to decide whether to install a tank or build storage under a fire station in the vicinity. We also need to choose locations along Diamond Ridge/Skyline.

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B. Contract proposal to city: Pat delivered borough approved and signed contract proposal to Ron Drathman on Tuesday afternoon and met with him on Wednesday morning. Drathman raised questions about the proposal and objected to negotiating with Pat because he is a city employee. Concerns included liability of contract vs informal assistance, the effect of annexation on taxation by service area, inadequacy of 20% base contract to cover value of equipment owned by city, and start date. Pat explained that we are dealing with the present situation and that issues relating to annexation will be worked out in the future, that we intend to improve service to the outlying areas rather than continue existing current level and people will pay for it rather than burden city, and that the city's equipment inventory is necessary for the city's needs whether or not it serves a larger area. KES is acquiring additional equipment to meet needs in service area. Drathman expressed interest in Pat's mention of the now dissolved New Member Committee that helped volunteers through the training and orientation process at the fire department.

Gil Mayforth (did not sign in) objected to the volunteer overnight stipend, saying there were other ways to motivate volunteers and the city is responsible for that. He sees the stipend as moving toward paid staff, which he opposes.

C. 2002 Budget development: Craig Chapman recommended to Mary earlier today additions to our draft budget: \$4500 for office machines (\$2200 computer, \$1300 printer), \$2500 for communications (telephone installation and service). The overnight stipend is compensation which requires FICA and tax reporting. Insurance may be less than the \$10,000 we estimated. He took our equipment items out of the budget and said Jeff Sinz would talk to us about these next week. Jeff will also discuss how much money we can set aside for future equipment and what mil levy is appropriate. Craig asked for list of vendors we intend to use. We reviewed the list used by Homer Maintenance and added Eagle Eye Photo, Eagle Quality Center and Total Office Products. Mary will send to borough tomorrow.

Griswold/Krumm Unanimous to request purchase of a 4-drawer filing cabinet, file folders, paper, stamps, and toll phone cards. We will clarify with Jeff how to proceed with acquisition next week.

D. Needs Assessment Survey: 302 returned to date. Returns continue to support established trends. Mary will do final tabulation.

8. New Business:

A. ISO Ratings: We briefly reviewed the ISO rating material Pat recently brought from Bear Creek Fire Department. This material will be helpful when we locate fire stations.

9. Comments of the audience:

Lloyd Schade provided us two web sites barricade.com and alaskabarr.com for more information about his barricade gel.

10. Board comments, announcements, future agenda items:

Next week agenda items:

Borough finance director Jeff Sinz presentation about budget preparation, spending procedures, and reporting requirements

Voznesenka proposal

Lloyd Schade wildland fire department proposal

- 11. Date and time of next meeting: Thursday, February 15, 7 p.m.
- 12. Adjournment: 8:50 p.m.

Approved 2/15/01

Pat Johnson, vice chair

Kachemak Emergency Service Area (KES) Board Meeting Approved Minutes

Thursday, February 15, 2001 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by vice chair Pat Johnson

2. Roll call:

Present: Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Scott Cunningham (excused)

Also present: Assemblymen Chris Moss, Milli Martin; KPB finance director Jeff Sinz;

capital projects director Rob Robson; project manager Wayne Aderhold; 3 public

3. Public comment:

Vi Jerrel (P.O. Box 938 Homer 99603) urged us to amend our legislative priorities to ask the state for funding sufficient to set up a full service department with stations located out East End Road, near the Baycrest, and on Skyline Drive. Borough land near DOT on the Sterling Highway is a good location for a fire station.

Lee pointed out another borough parcel a short distance to the north should also be considered because the other parcel is so close to Homer. About 10 acres of this parcel are useable because the rest slopes steeply into Diamond Creek.

Chris Moss and Milli Martin noted the importance of individual contacts with our legislators to direct funding our way because the wish lists are long and expensive.

4. Correspondence:

We received letters from Drew Scalzi and John Torgerson recognizing our funding requests.

- 5. Approval of agenda: Griswold/Oakland Unanimous as presented
- 6. Approval of minutes of previous meeting: Oakland/Johnson Unanimous

7. Unfinished business:

A. 2002 Budget development: Jeff Sinz answered questions about our budget process and line items. He estimates that a 1.75 mil tax levy will generate close to \$400,000. The borough replacement fund could be used to pay for our brush trucks and EMS first response vehicles. The borough purchases the equipment and rents to the service area over its estimated life span plus interest of approximately 6.25% now. Appropriations must have assembly approval. He recommended forecasting our equipment needs over 10 years and setting aside money in our capital project fund to sustain a reliable source for such purchases. Borough may either sell or

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donate its land to service area; there is no consistent procedure. Bonding typically pays for large construction projects over 20 years.

Rob Robson brought the plans for the 4-bay K-Beach fire station. This project had \$160,000 in site preparation and \$497,000 in the building. First floor is 4896 sq ft and second floor is 1296 sq ft. Wayne Aderhold is borough project manager and a good resource for site selection and planning. It takes about a year to design and build a fire station. He recommends developing a project schedule format outlining all the steps in process from planning, assembly approval, bid, and probable costs. Suggests designing in winter, bid early spring, build in summer, finish next winter. In house planning before bringing in architects saves a lot of time and has better chance of getting us what we want. Construction costs are typically 70% of total project costs. Borough buildings require paying Title 36 wages which increases cost about 25% over conventional wages. Suggests working with planning department for site selection: let them know what areas we are interested in.

Milli noted that we should keep an eye on the Kachemak Bay Advisory Planning Commission land classification process which should be gearing up again soon.

B. Procedure to acquire approved office supplies: Jeff explained we need to contact Becky Karsten to get purchase orders. Mary will contact her and supply necessary information. Mark Fowler is in charge of procurement activities (262-8347). Purchases less than \$5,000 follow "best buy" open market procedures. Purchases between \$5,000 and \$15,000 must be supported by three quotations, which we take care of ourselves. Purchases over \$15,000 require formal procurement: advertising, bids or requests for proposals, coordinated by borough administration.

Oakland/Krumm Unanimous to approve Scott Cunningham, Pat Johnson, and Mary Griswold as signers on KES purchase orders.

- C. City contract proposal: Pat will request being on February 26 Homer City Council agenda. Oakland/Griswold Unanimous to give city a March 1 deadline for responding to our letter with decision to contract to be completed by March 15th. Mary will draft letter, Pat will deliver. By consensus we agreed that Mary is designated to negotiate with city on contract terms and that city is encouraged to call any board members with questions. The deadline is desirable to help us meet the borough budget development deadlines.
- D. Survey: new tabulation follows existing trends. The 60 people who expressed willingness to consider volunteering will be valuable assets to help locate and design stations and other long term organizational tasks. 295 returns tabulated, another 6 received today.

E. Framework additions:

Dick Gregoire and Lloyd Moore may develop water sources at Fritz Creek. We may want to talk to them about access and fees.

Note that station spacing may want to be less than 10 miles to account for side road distances in meeting ISO rating requirements.

The 250,000-gallon water storage tank and 50,000-gallon water storage are at Nikolaevsk, not Voznesenka as Mary earlier reported.

Potentially available ambulance is a 1977 Chevrolet 4WD Type 1 (no walk through). Cooper Landing has first crack at it. Mary will let Sue Hecks know we are interested. The rumored CES surplus tanker is not surplus but reserve at this time.

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8. New Business:

- A. Lloyd Schade presentation: Lloyd did not show up. Milli gave us a copy of the proposal for funding his 12 trailerized small attack units equipped with foam suppressant.
- B. Voznesenka project: Milli reported that Voznesenka should be able to get full funding for its water treatment and storage project through DEC grants. We will talk to them about KES at their next community meeting to be scheduled as soon as many residents return from Outside.
- C. Community Firewise workshop in Kenai April 25-27: We do not intend to attend, but would consider sponsoring someone if desirable.
- 9. Comments of the audience:

Abigail Fuller (P.O. Box 2845 Homer 99603) recommended developing a plan for water supply if the city cuts off water outside its service area.

Milli pointed out that state permits may be necessary to access water sources.

Kip Walrate (P.O. Box 462 Homer 99603) raised concerns about having a physician sponsor, sufficient malpractice insurance, and equipment. Pat and Dennis commented that the proposed budget is contingent on a contract for existing services from city. If a contract is not approved, our budget will be modified to provide more funding for equipment, training, and other items necessary to provide more independent service.

10. Board comments, announcements, future agenda items:

Lee will be gone next two weeks.

Dennis may not be here next Thursday and will be gone the following 2 Thursdays. He will let Mary know by Tuesday.

Because our budget is due to borough finance next Friday and we will not have a quorum next Thursday if Dennis is gone, we discussed budget revisions in light of Jeff's suggestions. Oakland/Griswold Unanimous to approve our draft budget with additions for a second leased heated garage, office space, dry hydrants/water storage, up to \$400,000.

- 11. Date and time of next meeting: Thursday, February 22, 7 p.m. unless cancelled.
- 12. Adjournment: 10:20 p.m.

Approved 2/22/01

at Johnson, vice chair

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Kachemak Emergency Service Area (KES) Board Meeting Approved Minutes

Thursday, February 22, 2001 7 p.m. Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice chair Patrick Johnson
- 2. Roll call:

Present: Dennis Oakland, Pat Johnson, Mary Griswold Absent: Scott Cunningham, Leroy Krumm (both excused)

Also present: 2 public members

- 3. Public comment: none
- 4. Correspondence: e-mail from Sue Hecks moved to Unfinished Business B
- 5. Approval of agenda: Johnson/Oakland Unanimous
- 6. Approval of minutes of previous meeting: Oakland/Johnson Unanimous
- 7. Unfinished business:

A. FY 02 Budget review and approval: Oakland/Griswold Unanimous to approve \$400,000 budget as presented with the understanding that it is predicated on successfully negotiating a contract for service with the City of Homer. If we cannot agree on a contract, we will develop an independent operating budget which will be significantly different from this proposed budget, although the bottom line will remain the same.

B. Framework additions:

Pat Johnson talked to HVFD volunteer Marge Tillion who commented that her decision to serve an independent KES department (if that's what develops) would depend on what KES offers as far as making volunteering safe and effective. She suggests that KES should contract for brush trucks instead of buying its own. She has a 1-ton pickup with a water tank suitable for wildland fire suppression. Pat asked her to make a presentation to us soon so we can consider this option.

Lloyd Moore is considering developing a commercial water supply out East End Road. Gil Mayforth (P.O. Box 3514, Homer 99603) commented that water supply is going to be an important consideration and that community members may participate in its development.

Sue Hecks e-mailed Mary that Anchor Point's surplus ambulance will go to Cooper Landing because of their high volume in a strategic area of the highway. Seward and Nikiski may have ambulances to share soon. She is also including our EMS first response vehicles in the Code Blue funding request, though it's unlikely that we would qualify. Next granting cycle comes up this fall, when we may be better positioned to qualify.

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Insurance rates: Gary Lamb supplied the insurance numbers for our budget. He emphasized that when we have our own volunteers we can expect to pay about \$10,000 for insurance instead of \$325. A physician sponsor costs \$5,000. Anchor Point has 2 and pays each \$2,500. CES and Bear Creek share Dr. Cooper. If we used him too we would share that cost. If we contract with Dr. Bell, we would pay separately from Homer (although we understand that he sponsors HVFD for free, he may or may not want to take on another department.) Auto liability is usually covered by the driver so under contact, Homer would provide that. Landowner usually provides insurance for a leased garage; we would insure our contents. If we run an independent department we will have to review our insurance budget.

C. City contract proposal presentation: City clerk Mary Calhoun told Pat that we cannot be on the February 26 agenda because it is very full. We have received no response to the letter Pat delivered on February 16th proposing a response to our contract idea by March 1st. Mary will attend the council/management brown bag lunch on Monday to briefly discuss our plans for service and cooperation with HVFD. Board reviewed the crib sheet describing KES Mary shared. Dennis added comments about the importance of volunteers to effective emergency services. Icicle Seafoods fire last summer was a good example of communities helping each other: volunteers and staff from CES, Unocal, Nikiski, Anchor Point, and State Troopers all came down to Homer.

Vi Jerrel (P.O. Box 938, Homer 99603) emphasized that we must get funding for equipment and technology to make the "miracle rescues" possible. We must keep the volunteers safe to enable them to respond. She supports a borough service area and opposes annexation.

Dennis noted that we are working on equipment and infrastructure acquisitions. East End portion may receive infrastructure first because that will be in KES whether annexation happens or not.

- 8. New Business: none
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Dennis stressed that if we haven't heard from the City by our next meeting on March 8th we should develop a plan and budget for independent service. He recommended contracting with a consultant to get us running by July 1. Set up committees to address sites, training, equipment, communications. Write up a job description for a good volunteer-oriented administrator. He suggested Kenai Supply, DOT at Baycrest, and Kachemak Community Center as possible space for short term lease.

Dennis did a KES presentation at Citizens Concerned About Annexation on 2/21/01 and talked to Doris Cabana about KES last week.

Dennis will be gone March 1 and March 8. He will be here on March 15.

KPEMS teleconferenced meeting on Friday, March 9 at 10 a.m. at HVFD

Anchor Point FSA meets at 7 p.m. on Monday, March 12

Pat will ask Lloyd Schade to do his presentation soon: he was out of town today.

Mary will ask State Forester Ric Plate to talk to us soon about cooperative arrangements.

- 11. Date and time of next meeting: Thursday, March 8, 7 p.m.
- 12. Adjournment: 8:30 p.m.

Approved March 8, 2001

Winson, vice chair

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Kachemak Emergency Service Area (KES) Board Meeting Approved Minutes

6 p.m., Thursday, March 8, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 6 p.m. by vice-chair Pat Johnson

2. Roll call:

Present: Pat Johnson, Lee Krumm, Mary Griswold

Absent: Dennis Oakland, Scott Cunningham (both excused)

Also present: Ric Plate, Fire Management Officer AK DNR, Division of Forestry;

4 public

3. Public comment:

Nazary Basargin (P.O. Box 3264, Homer 99603) is interested in equipment and buildings for Voznesenka. Following the presentation by Mary Griswold and Milli Martin to the school parent advisory committee, he submitted a proposal to Milli for federal funding for a 30 x 40 community building which could house fire equipment. There are about 70 homes and about 270 residents in Voznesenka, 150 residents in Kachemak Silo, and about 50 residents in Razdolna which is about 5 road miles from Voznesenka. He noted that the village safe water grant is moving forward and if successful could provide water for fire suppression outside the village.

Lloyd Schade (35250 Schade Drive, Homer 99603) gave us a video describing his fire suppression rigs. He hopes to have 4 quick attack trailer units ready by May 1 to serve Mile 9 to Mile 17 along East End Road. He will be putting 40-60 lots in his neighborhood up for sale soon. Pat asked about equipment compatibility with HVFD. He replied that he is using fire connections.

Vi Jerrel (P.O. Box 938, Homer 99603) noted that Doris Cabana has information about equipment she want to share with Pat Johnson.

- 4. Correspondence: none
- 5. Approval of agenda: Johnson/ Krumm unanimous
- 6. Approval of minutes of previous meeting (February 22, 2001): Johnson/Krumm unanimous

8.A. Ric Plate presentation was moved up on agenda so he could get home at reasonable hour. \$240 million of federal funding is available for wildland fire suppression in western states, some of which may come to Alaska for equipment and infrastructure.

Alaska state senator John Torgerson is interested in promoting a state-wide program for fixed water systems for fire suppression (motivated by Anchor Point fire department's request to the legislature for water tank in a building). Mary will contact Torgerson to encourage action.

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Volunteer Fire Association grants are federal funds distributed to registered fire departments by the state division of forestry. Mary will contact the fire marshal office to discuss requirements. Up to \$5000 matching grant for radios, protective clothing, porta-tanks, etc. Grant applications will come out soon; money is distributed in June.

Federal Excess Property Program makes available equipment such as pickup trucks, tankers, military surplus equipment. The equipment remains federal property. We will submit a request for 2 pickups and 2 1-ton 4wd trucks with 200 gallon tanks. Nazary will write a needs description for Voznesenka for us to include in KES proposal.

Will Jasper, Funny River fire chief would like to share his experience setting up a new service. Mary will get his e-mail address and contact for future meeting presentation.

State forestry will have a retardant base (air tankers) at the Homer airport this summer and will have cooperative agreements with fire departments and BLM. Ray Jeffers (KPB office of emergency management) is trying to set up a borough wide long-term cooperating agreement to be combined with annual operating plans with each department listing available equipment and rental fees. The state has responsible for wildland (not structural) fire suppression statewide (in and outside service areas. State takes over control of incident after local department initial response. Unified command may be established at state's discretion.

State will sponsor wildland interface fire fighting (red card) training in April, probably a Friday –Sunday class. State is interested in quick-fill site at Voznesenka with portable tanks set up elsewhere to be refilled by tanker.

7. Unfinished Business

A. City contract proposal update: Mary and Pat attended the council brown bag lunch meeting on February 26, but no chance to comment. Mary talked informally to Drathman, Cushing, and several council members after the meeting. The council agenda for 3/12/01 includes a motion for executive session regarding the fire service area. We decided by consensus to wait until our meeting on 3/15/01 to evaluate the city's reaction before moving toward independent service. Mary has job descriptions from CES and HVFD. (See 8D and 8E)

B. Framework additions

Marge Tillion equipment: Today, Pat met with Marge Tillion and Matt Schneyer who have 3/4 ton pickups with slip in water tanks she would like KES to consider contracting for standby and active service. Suggested \$20 for standby. State has agreement with them for active wildland fire suppression. State could contract with us, and we pay them if we held contract with them. Marge also questioned value of Subaru first response rigs in deep snow. We may be better served to buy equipment and provide gasoline stipend for volunteer-owned rigs.

Voznesenka Parent Advisory Committee meeting 2/26/01 report: Mary and assemblyman Milli Martin attended. Mary gave a short overview of KES. Voznesenka would like a brush truck stationed in village. Mary emphasized the importance of training to operate equipment and that equipment would be operated by KES or by HVFD through contract.

Kenai Peninsula Fire Chief's meeting 3/1/01 report: Mary and Pat attended on short notice. Len Malmquist gave us a tour of CES station before meeting. Chiefs meet the first

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Thursday of each month for dinner. Discussed HB6 providing property tax relief for fire volunteers, code blue funding, fire standards council. A good resource for us.

Scalzi constituent meeting 3/05/01 report: Mary met with Scalzi when he was in Homer during legislative break. Funding for our requests is far from assured, but he will keep us in mind for state money distributed to districts.

- 8. New Business
- A. Ric Plate, fire management officer, Division of Forestry: equipment, assistance (see above)
- B. Expense approval procedures, especially travel and subsistence (meals): we need procedures for expense approval. Griswold/Krumm to approve reimbursement mileage and meals for sending one vehicle and as many board members as desire to attend monthly chiefs' meetings.
- C. Request for expense reimbursement: Fire Chief's meeting travel and dinner: Griswold/Krumm to approve mileage and meal expenses for Mary and Pat to attend the 3/01/01 meeting which we found out about too late to request pre-approval.
- D. Full service budget: Mary distributed a draft full service budget to be discussed next week, pending results of Homer city council executive session on 3/12/01.
- E. KES fire chief/administrator job descriptions and hiring procedures: Mary got CES and HVFD job descriptions, but we will delay deciding on positions and hiring until next week. If city seems amenable to contract we will delay implementing independent operating plan. Mary is reluctant to advertise for chief without our commitment to independent service. We will be prepared to take two budgets to borough finance meeting on March 21st if no decision on direction is reached next week.
- 9. Comments of the Audience: none
- 10. Board Comments, Announcements, Future Agenda Items

Nikiski chief Billy Harris: rural water supply, tanker shuttle: ask for future meeting: water supply is an important component of our service infrastructure.

Cooper Landing volunteer fire department article: community pulls together a renewed volunteer force after many volunteers quit.

KPEMS meeting Friday, March 9, 10 am. teleconferenced at HVFD: Mary will attend Anchor Point FSA board meeting Monday, March 12, 7 p.m. AP fire hall: Pat will attend Homer City Council meeting Monday, March 12, 7:30 p.m. (executive session on KES):

Mary and Pat will attend committee of whole meeting and Mary will attend council meeting.

Borough budget meeting Wednesday, March 21, 3:30 p.m. Soldotna

Gary Kulesza of Smokey Bay construction will make a building presentation next week.

Will Jasper, Funny River fire chief, presentation at future meeting

Lee will be gone March 15 and maybe March 22 (will let us know soon)

Pat will be gone March 22

- 11. Date and Time of Next Meeting: 7 p.m. Thursday, March 15, 2001
- 12. Adjournment: 8:45 p.m.

Approved 3/15/01

allich Johnson, vice-chair

KES minutes 3/08/01

3

Kachemak Emergency Service Area (KESA) Board Meeting Approved Minutes

7 p.m., Thursday, March 15, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson
- 2. Roll call:

Present: Dennis Oakland, Pat Johnson, Mary Griswold Absent: Scott Cunningham, Lee Krumm (both excused)

Also present: Gary Kulesza, president Smokey Bay Construction, 2 public

3. Public comment:

Abigail Fuller (P.O. Box 2845, Homer 99603) reported that Citizens Concerned About Annexation is tracking the city water issues and would be willing to work with KES to supply water if the city cuts off water outside its boundaries. She is interested in the city's response to our contract proposal.

Vi Jerrel (P.O. Box 938, Homer 99603) reported that Dick Gregoire and Lloyd Moore are looking into water delivery. She asks that we request that state forestry's \$5,000 matching grant be given directly to KES rather than to HVFD (if we receive one).

- 4. Correspondence: none
- 5. Approval of agenda: Oakland/Johnson Unanimous
- 6. Approval of minutes of 03/08/01 meeting: Oakland/Johnson Unanimous with the correction under 7 B that Pat spoke with both Marge Tillion and Matt Schneyer about their brush trucks.
- 8 A. Gary Kulesza presentation: Smokey Bay Construction is a dealer for Eagle Rigid Span building system out of Bismark, North Dakota. This system of custom-designed, engineered, prefabricated wood frame construction permits clear spans to 120 feet wide, exterior siding options, and interior layout options. The design permits better insulation and is quieter than metal buildings. Typical building takes a couple days to set up after the slab is poured. Interior may be sheetrocked for fire protection. Materials to frame a 70 x 75 x 16 building cost \$36,000 plus freight (about \$5,000). Materials for a 40 x 53 x 12 building with a 4-12 pitch roof cost \$15,000 plus freight. The company has sold 460 building packages.

Dennis noted that he prefers the reduced labor cost at Davis Bacon wages of a prefabricated building. He would like to see the fire station design when Gary gets it.

Gary suggested that our fire stations should have their doors in the gable ends to avoid snow accumulation blocking equipment trying to leave. Moisture control and ventilation are also very important. Gary is willing to help us with station design, charging if it becomes too

KES minutes 3/15/01

time consuming. He is wary of high cost of architects and engineers, especially when they neglect to listen to the customers' needs.

7. Unfinished business:

A. City contract proposal update: Mary attended the Homer City Council committee of the whole and the regular meeting on 3/12/01. She gave a short presentation during the regular meeting public comment period and during comments of the audience. Council met in executive session about KES and emerged to say no action was taken. Mary shared correspondence between Drathman and her and Drathman and borough mayor Bagley regarding questions Drathman raised, particularly the effect of annexation on the boundaries of KES. Mary also shared her request to Drathman that he give us some indication of his timeline for considering our proposal by this afternoon because we were finalizing our budget and operating plan this evening, and Drathman's fax of 3/13/01 to Bagley saying that while the city was interested in a cooperative agreement, Drathman wanted to negotiate with Bagley, needed more time to consider alternate contractual relationships, particularly because Fire Chief Painter was out of town until April 2, and that any agreement must be affordable and equitable to city residents.

Dennis commented that usually department heads negotiate contracts, not the administrative heads. We are charged with developing service. If the city won't negotiate, we should go separately. Historically the city has wanted a service area, now they are pulling back. We should advertise for a consultant to guide where to build, how to get and train volunteers, and acquire equipment. Pat said it would be good to have a chief to address water and buildings regardless of contract. Volunteer chief and paid administrative assistant could be a combined position. We could set up committees to work on these issues from the people who responded to the survey before we hired someone. Mary said she was reluctant to brush off the city even though they had ignored us because she thinks a contract at least for the short term is in our better interest. She also thinks it is important to encourage volunteer participation before hiring. Discussion continued. Reviewed full service draft budget.

Oakland/Griswold Unanimous to submit to the borough a substitute full service budget as amended to increase administrative assistance from \$15,000 to \$22,500, decrease communication equipment from \$22,000 to \$20,000 and decrease contingency from \$10,000 to \$4,050 for a bottom line of \$400,000. We further resolve to make a final decision on job descriptions and hiring procedures on April 12 when we hope to have a full board present. Mary will draft and Pat will sign a letter to Bagley explaining that we are sending the substitute budget because the city did not meet our negotiation deadlines. Enclosures to include substitute budget and KES letter of February 16 requesting timely response. Letter to be copied to Drathman, city mayor, and council members. Further, Mary will draft KES (volunteer) chief, (paid) administrative assistant and volunteer job descriptions based on information from CES and HVFD and will inform Ed Oberts that we plan to advertise so we do it correctly. Mary will also request borough mutual aid agreements so we can draft our own for Anchor Point and Homer.

B. Grants

VFA grant update: fire marshal requirements to register as a fire department (necessary for grant participation). Mark Barker of the State Fire Marshal office will sent registration application. He said that we can be a registered department even if we contract for service.

Federal Excess Property request: approved by consensus Mary's draft for 2 1-ton brush trucks, 2 smaller pickup trucks with slip in units, and portable tanks or bladders.

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FEMA: Mary received the preliminary grant forms. The grant application will be available soon.

Spruce Bark Beetle grant: decided by consensus that Mary will draft t request for 3 tanks at \$40,000 each (as we previously researched) to be located at McNeil Canyon Elementary School, Diamond Ridge Road, east Skyline Drive area.

- C. Anchor Point FSA meeting 3/12/01: Pat did not attend meeting, but did talk to John Phillips who told him that they meet once a month mostly to approve fire department budget and policy items.
- D. KPEMS meeting 3/9/01: Mary listened by teleconference. Informative meeting, mostly discussed training needs and grant fulfillment requirements. Next grant cycle is in September.
- 8. New Business:
- A. Gary Kulesza presentation: see above
- B. Fill out authorized expense reimbursements: Pat reimbursement for Fire Chiefs' meeting 3/01/01 as authorized last meeting. Craig Chapman authorized us to buy phone cards. Pat will buy one. Mary passed out toll call logs so KES calls made from personal phones may be reimbursed.
- C. Full service budget: review, amend, and approve: see 7A.
- D. KES fire chief/administrative assistant job descriptions and hiring procedures: see 7A.
- 9. Comments of the audience:

Vi Jerrel asked about budgeting for three garages. She commented that people can't afford to volunteer; we must pay people, referring to administrative assistant. City failed to negotiate. We made right decision to move ahead with independent service. She related information about the March 3, 2000 meeting she scheduled to discuss forming the borough service area.

10. Board comments, announcements, future agenda items:

Pat noted that HVFD volunteers don't want to get involved in the politics of contract negotiations. He shared an article about the difficulty of retaining volunteers in Rio Rico California in spite of very attractive incentives. People simply do not have time with the demands on working parents.

Dennis noted that volunteers will see our budgets and know we are trying to do what is best. He explained to Vi that we were starting with 2 garages to meet equipment storage needs, but will expand to 2 stations in each portion of service area over time.

Nikiski chief Billy Harris: rural water supply, tanker shuttle

Will Jaster, Funny River fire chief, will talk to us about his experience setting up a new department on March 29

Office of Emergency Management training session: Tuesday, March 20th, 10 a.m.

Borough finance meeting: Wednesday, March 21st, 3:30 p.m.

Pat will be gone 3/22/01

Dennis will be gone 3/22/01, 3/29/01, and 4/05/01

Lee will tell us his schedule when he knows

11. Date and time of next meeting: Thursday, Marchl 29th, 7 p.m.

12. Adjournment: 9:20 p.m.

Approved 3/29/01

Sout Cunningham, chair

KES minutes 3/15/01

3

Kachemak Emergency Service Area (KESA) Board Meeting Approved Minutes

7 p.m., Thursday, March 29, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Dennis Oakland (excused)

Also present: Will Jaster, Funny River Fire Chief; Jan Sloan, Funny River Coordinator; 5

public

3. Public comment:

Vi Jerrel (P.O. Box 938, Homer 99603): City has had enough time to reply. We should not give them more time. Her impression was that the budget given to the borough was for independent service. Job descriptions should be put out immediately for paid positions because people cannot afford to volunteer. The borough service area is an important counter to annexation.

Roger Imhoff (P.O. Box 2588, Homer 99603) has lived near McNeil Canyon for 20 years and is not thrilled to hand over tax dollars to the city. He would like to see vehicles located in outer areas.

Gil Mayforth (P.O. Box 3514, Homer 99603) recommended holding meetings elsewhere to give residents the chance to attend closer to home. McNeil Canyon School would be a good location for East End Road residents. Chief should be full-time paid position with authority to build volunteer department.

Cris Rideout (P.O. Box 2430, Homer 99603): any discussion between city and borough should include us. He suggested a letter from Bagley to Drathman to that effect. He recommended a Coffee Table program to publicize our contract proposal. He noted that the Local Boundary Commission is aware that the city is not willing to work with the community.

- 4. Correspondence:
 - VFA grant application (moved to 7C grants) and notice of borough insurance coverage
- 5. Approval of agenda: Cunningham/Krumm unanimous as amended to include 7C VFA, 8G and 8H.
- 6. Approval of minutes of 3/15/01 meeting: Cunningham/ Johnson Unanimous.
- 8. A. Will Jaster presentation: Will Jaster and Jan Sloan described their experience setting up their fire department, offered suggestions, and answered questions about setting up ours. FRFD is a volunteer 501(c)(3) organization serving 636 residents. They do not have tax support; they are not a borough service area. Their budget is between \$30,000 to \$50,000. 15 fire fighters, 5

EMTs. EMS is under auspices of CES who provide them an ambulance. Will is volunteer chief, Jan is volunteer coordinator for about 60 hours per week. Both recommended that we get a chief and an administrative assistant and stressed that this should be two positions, not one. Water sources are very important and so are mutual aid agreements. General discussion about operating options.

7. Unfinished business:

A. KESA budget update: Mary and Milli Martin met with Dale Bagley, Craig Chapman, and Ed Oberts on March 21 to review our draft budget.

Vehicles: there is still a question about how the loan from the Equipment Replacement Fund will work. Borough Finance department will address this. Finance recommended lowering the amount we were requesting from the fund. Mary reduced to \$495,750 which could cover 1 EMS rig, 1 tanker/pumper, 1 ambulance, and 1 brush truck. Pat suggested that we could remove tanker/pumper. Disucssion about upgrading jump kits instead of buying EMS rigs. Mary made a mistake entering equipment expenses, so reductions were made in the working draft budget to communications, capital project fund, and fire fighting equipment. We will review all items and amend the budget for final approval at the April 12 meeting when other adjustments will be considered.

Dispatch update from Jan Henry and AST Hipsman: Drathman recently asked Bagley what we were planning to do about dispatch. We have been researching this for several months. It is a convoluted system according to Jan Henry at the borough office of emergency management. Borough has responsibility to receive 911 calls. The 911 charge on our phone bills pays about 45% of cost, borough picks up rest. Alaska State Troopers take calls in Soldotna where they are automatically transferred to appropriate community. Homer, Seward and Kenai retained responsibility for dispatch so borough pays them. Homer gets \$48,000 for backup communications. For the rest of the borough, AST does dispatch. CES pays for 1 position, Soldotna, 2, and Nikiski 1. We may be covered under the \$72,500 special services contract between the AST and city of Homer. Mary is trying to talk to Lt. Tom Bowman in Soldotna about this. The contract is very loose, not specifying what is covered. We could do it ourselves like Anchor Point does, but this requires 24/7 commitment for coverage.

Craig Chapman will provide cost of benefits for 30 hour position for us to add to our draft working budget.

B. Homer contract proposal update: Mary testified during public comment at 3/27 city council meeting after which council met in executive session about KES, but took no action. Discussion about how we should proceed. We agreed that we would review KES job descriptions (see 8B) next week and make a decision on April 12 based on options then on the table. Drathman told Bagley that he expected to respond to our proposal by early to mid April the first or second week of April. Mary thought it important that any contract with the city recognize our autonomy. We are a separate entity regardless of how we provide service. The proposed contract is only one (important) piece of a bigger operating plan. The proposed contract covers only a portion of our operations, and less than half our budget. We are not like Kachemak City where their total service is provided by HVFD under contract. We will take this under advisement as we finalize operating plan and budget on April 12. Further discussion.

C. Grants

Spruce Bark Beetle grant: approved by consensus Mary's \$120,000 request for three 35,000-gallon water storage tanks installed. Scott will sign letter tomorrow.

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Ric Plate surplus generators: we do not want them now because we don't think we can use them within a reasonable amount of time.

FEMA: Grant request due on May 2. Although we approved training and firefighting equipment categories on February 8th, we changed training to vehicles tonight by consensus. Maximum total grant award is \$750,000 requiring a 10% match.

Kenai National Wildlife Refuge; rural fire department grant program; Mary will research Rural Development grant program to Ted Stevens is in the works Federal Excess Property equipment request: submitted 3/16/01 VFA grant application received today, due by April 20. \$5000 grant with 50% match

- 8. New Business:
- A. Will Jaster presentation: setting up a fire department (see above)
- B. KES fire chief/administrative assistant job descriptions and hiring procedures: Mary distributed draft descriptions for review next week. The job descriptions are for two positions in an independent department. We may choose to create a different position using some of these functions if we contract with Homer for some services. We will revise job descriptions on April 5 and submit to borough for approval before making a decision on specific positions on April 12.

Griswold/Krumm Unanimous to appoint chair Scott Cunningham as KES interim chief. Whether we proceed independently or under contract with the city, we agree that we need a chief (or administrator) to oversee development of our operating plan. We also need a chief in order to register our department with the state fire marshal's office to qualify for grant funding.

- C. Letter to potential volunteers and those who agreed to talk to us (from survey returns): Mary distributed draft letter for board review at next meeting.
- D. State Fire Marshal department registration: we will register our department with Scott as interim chief and Pat, Lee, Cris Rideout, Brian Howard, and Mary as members by their agreement. Discussion about attracting more volunteers through an ad in the papers. No action taken.
- E. Mutual aid agreements: Mary has mutual aid agreements between CES, Nikiski, and Kenai. The borough clerk's office could find none between Anchor Point and Homer. Laura Craig will send Mary a copy if she finds one.
- F. Peninsula Fire Chiefs membership: approved by consensus KES membership at \$10.
- G. Phone number: Mayor Bagley requested that we get a phone number before April 14th to be included in the fall directory. Approved by consensus to proceed with the understanding that we do not have to install phone until August (or possibly later).
- H. Mileage reimbursement: Craig Chapman explained to Mary that mileage reimbursement over federally approved \$0.345 per mile must be reported as wages and requires a W2. Service areas may set their own reimbursement. Bear Creek pays \$0.25 for example. By consensus we approved paying \$0.345 (instead of borough \$0.47) per mile for travel to avoid hassle of reporting requirements.

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9. Comments of the audience:

Brian Howard (P.O. Box 3571(?) Homer 99603) likes our focus on EMS. He will be gone working shortly but back in November when he will volunteer. He lives a half mile beyond McNeil Canyon School and may lease land to us at low price for a station. He suggested leasing trucks during fire season or using a combined brush truck/EMS rig. He said we were lucky to have 2 paramedics out East End and two in Diamond Ridge area. Concentrate on Advanced Live Support response first, ambulance acquisition could wait. A paramedic on scene is close to hospital care: priority to get good help on scene fast. He will provide a list of EMS equipment and ball-park prices to Scott by next week. He asked if we could phase in service. Communications and EMS infrastructure should be priorities.

Cris Rideout volunteered to help with communication equipment maintenance and repair. He provided telecommunication support for National Park Service.

10. Board comments, announcements, future agenda items:

Scott suggested being on radio programs to promote our contract proposal to city. After discussion we decided that it was more appropriate to present our decision of April 12. There has been adequate press coverage of the offer even though many people seem unaware.

Scott said we could phase in service as long as any service we provided was done legally and up to standards. We cannot provide any service until we can do it legally.

Billy Harris: rural water supply, tanker shuttle

Kenai Peninsula Fire Chiefs' meeting April 5, 5:30 p.m.

Bagley will talk to Drathman on April 5th; Mary will ask him to give us an update

Mary will be gone April 19th

Lee will be gone April 19th and 26th

- 11. Date and time of next meeting: Thursday, April 5, 7 p.m.
- 12. Adjournment: 10:50 p.m.

Approved as amended on April 5, 2001

Scott Cunningham, Anair

Kachemak Emergency Service Area (KESA) Board Meeting Approved Minutes

7 p.m., Thursday, April 5, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Dennis Oakland (excused)

Also present: Richard Campbell, borough human resources; 5 public

3. Public comment:

Abigail Fuller (P.O. Box 2845, Homer 99603) Homer may deny water to KES because we are not an existing end user. Nikolaevsk may be willing to sell water. It may cost twice as much as current delivered water out East End Road because of distance, but delivery to west end of service area maybe affordable.

Vi Jerrel (P.O. Box 938, Homer 99603) advised us to go ahead separately. City is beyond the deadline to respond. The job descriptions include many duties, enough to justify full time positions. People want full time jobs and can't afford to work as volunteers.

- 4. Correspondence: FEMA grant application from Bonnie Golden, KPB grants manager; Evacuation guidelines from Ric Plate, Division of Forestry
- 5. Approval of agenda: Cunningham/Johnson Unanimous as amended to add 7G.
- 6. Approval of minutes of 3/29/01 meeting: Cunningham/Krumm Unanimous as amended to change "in early to mid April" to the "first or second week of April" under 7B in reference to Ron Drathman's anticipated response to our proposal.

7. Unfinished business:

A. Homer contract proposal update: Scott reported that Dale Bagley talked to Ron Drathman in Seldovia Homer today, but about nothing concrete relating to KES. Ed Oberts told Mary that Bagley could not come tonight, but would plan to attend our next week's meeting. We have had no word from the city regarding our contract proposal.

B. Job descriptions

Richard Campbell (borough human resources) gave us an overview of our personnel options. We can contract for professional services, hire a temporary employee, or establish a regular full or part-time borough position. A contract for services may be cheaper than regular employee, may reduce equipment needs (if provided by contractor), and may provide flexibility

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in scheduling (regular hours may not be necessary). Contact requires informal bid process. Bear Creek has a contract for administrative assistance at \$12.50 per hour for a maximum of 20 hours per week. Disadvantages may include loss of control. Discussion about contract vs employee in terms of Fair Labor Act. We cannot contract to avoid benefits, overtime, etc. Contractor typically provides similar service to other organizations, works under a defined scope of service rather than by the hour, more independent of direct employer supervision.

Temporary employee gives us the chance to decide if we want that position and person, not subject to borough union requirements or benefits, can be full-time temporary position, paid by hour, not contract, so hours can be adjusted. One year is standard temporary position, cannot hire as temporary indefinitely. Disadvantages include that person may leave to find better job (benefits), not as big a commitment to organization by employee.

Regular borough employee offers steady job with benefits which creates better long-term prospects. We must pay benefits whether full or part-time position (more than 20 hours per week). Job classification depends on responsibilities. Benefits are a cost, but also a plus for hiring. We must comply with union procedures.

Campbell reviewed our draft job descriptions. Operations Manager should be titled Administrative assistant. Responsibilities to respond as Firefighter/EMT and to perform routine vehicle maintenance are outside this job classification responsibilities. Requiring EMT 1, II, III will bump cost 14% above L. Engineer bumps it another 7%. An employee can volunteer in a different capacity than work outside work hours without requiring comp time. (Richard confirmed this the next morning as he said he would research). Volunteering during work hours raises a question of pay for those hours, to be resolved if we get close to this possible situation.

Brian Howard (P.O. Box 3571, Homer 99603) recommended that we require paramedic qualifications (or at least EMT III) and pay the additional cost so that we have trained personnel ready to respond. Call volume will increase in outlying areas when people know good help is available.

Pat noted that we couldn't use such expertise yet because we are not set up. It takes a lot of time to get equipment and trained responders. We should get a chief to set us up.

Richard said it would be overpaying for value if we only make a few runs a year. Paramedics are hard to come by, probably want full-time position, and probably don't want to do paperwork, especially if we cut down hours in future. There are a lot of issues to resolve, we may not want to go to a full-time position right away.

Mary proposed adopting chief and administrative assistant job descriptions, but that we not advertise for a volunteer chief until we are closer to providing service. The board and interim chief would cover the job until then by sitting on committees to work on equipment, water sources, and station location for starters because we will need these regardless of agreements for service with the city. Committees for volunteer recruitment and training can wait a little while. Administrative assistant would be responsible to board until we select different chief. We would wait to advertise for our administrative assistant until we are clear on direction, but plan to hire by July. Discussion.

Pat: We need a chief to oversee organizing the department. One person in charge, not a committee. The board would be better at the administrative tasks. Hire or recruit a volunteer chief. We need to establish a presence, show progress because people are paying taxes. An EMS rig and brush truck would be good to have.

Lee: get a volunteer chief to coordinate operations, would not have to do actual training which is available through instructors.

Scott: when we get instructors, they will ask for logistical support, we need someone to take care of the details.

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Richard: we are running at a deficit for the next couple years, we don't have enough money to hire a chief. A chief would cost at least \$50,000 but not full classification wage because responsibilities would be limited at first. Paperwork in onerous for volunteers, a good thing to pay for. A chief is overtime exempt, administrative assistant is not.

Discussion.

Richard: settle on duties, then decide on position and how to hire. Call him to review. Also call him when we are ready to get volunteers if we are considering compensation for callout, training, etc.

We agreed by consensus that we will decide on plan and positions next week.

C. Budget adjustments: Craig Chapman reviewed our budget with Mary yesterday:

New revenue projection: \$394,000

April 6 is drop dead date for budget adjustments, but we will have until the 13th to get our budget to him to be included in the assembly budget document. (April 20 is absolute deadline.)

Recommends a \$10,000 fund balance after repayment of \$10,000 loan, so he is keeping expenditures at \$375,000. (Mary noted that we don't intend to spend much of the \$10,000, so we could plan to spend about \$380,000.)

A 3/4 time administrative assistant position will cost about \$34,000

We can repay equipment replacement fund over 10 years of that is the life of the property (instead of repaying the fund over 4-5 years as previously suggested)

We need to plan our long-term equipment needs and budget for them

Physician sponsor must have malpractice insurance for services provided to KES

Physician sponsor contract is different from insurance. We don't know if we can get contract for free like HVFD and AP do. (We have \$5,000 budgeted for this, which may not be enough)

Cost of dispatch after pageout is still a question. Mary faxed Trooper Tom Bowman about being covered under \$72,500 AST contract with City of Homer.

By consensus, we adjusted budget to increase medical supplies to \$9,000 for EMS jump kit supplies and decrease minor firefighting equipment to \$59,000 for total expenditures of \$379,946.

- D. Letter to potential volunteers: postponed to next meeting
- E. Fire department registration: We are registered with State Fire Marshal's Office. FDID number is 26541.

F. Grants

VFA grant due April 20: Priority given to equipment especially useful on wildland fires such as portable pumps, fold a tanks, hose, communication equipment, etc. No single item can cost more than \$3000. Discussion about requesting radios concluded this purchase was premature. Settled on slip in units for pickup trucks. Bill Morse will provide item descriptions and costs by next Monday.

FEMA due May 2; Brian Howard will e-mail Mary a list of EMS jump kit items, anticipated to total \$3,000 for each kit including resupply. Mary will confirm acceptability with FEMA. We need good description and purpose for vehicle request. Suggesting a first response

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fast attack engine F550 chassis with airpacs and SCBA bottles. Pat will get information by next week.

Kenai National Wildlife Refuge: rural fire department grant program: Doug Newbould, refuge fire manager has \$45,000 available for fuel reduction project and is open to ideas. We agreed by consensus that we have too much to do to consider this.

Federal Excess Property equipment request: submitted 3/16/01 Spruce Bark Beetle submitted 3/31/01: good timing because assembly is reviewing allocation of the \$7.5 million, which does not address water supply. We may not get funding now, but alerted them to critical need.

- G. KES phone number will be 235-2855 when we activate work order.
- 8. New Business: none
- 9. Comments of the Audience:

Cris Rideout (P.O. Box 2430, Homer 99603) met with LBC staff Dan Bockhorst this week. He corrected Bockhorst's impression that KES is contracting with the city for all service. Bockhorst raised some questions about liability for property if part of service area is annexed and our total operating budget. He will probably contact us for information.

10. Board Comments, Announcements, Future Agenda Items
Nikiski chief Billy Harris: rural water supply, tanker shuttle
Mary will be gone April 19
Lee will be gone April 19 and 26
Homer City Council 4/9/01 agenda includes executive session on KES
Homer City Council meeting of whole agenda 4/9/01 includes discussion about KES

Mary commented that we need to make some major decisions next week: how to set us up. Responders should be volunteers, administrative assistance paid. She thinks we are responsible for setting us up with administrative support, but if this is not realistic, we need to decide how to better do it. She is not under pressure to make a presence and thinks we should not provide service until we can do it right. But it's time to get moving. She will attend the city council meeting on Monday to update them on our progress.

Lee commented that we should identify our long range plan and decide what we're going to do next year.

Scott reported that Sue Hecks told him we may get Homer's Medic 2 ambulance.

- 11. Date and time of next meeting: Thursday, April 12, 2001 7 p.m.
- 12. Adjournment: 10:25 p.m.

approved 4/12/01

Sout Cuny Scott Cunningham, chair

7 p.m., Thursday, April 12, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold

Absent: none

Also present: Sue Hecks, Kenai Peninsula EMS coordinator; 7 public

3. Public comment:

Abigail Fuller (P.O. Box 2845 Homer 99603) submitted written comments (attached) against Homer's counter proposal. The city wants all the money and control, leaving nothing for developing KES. Counter with a \$115,000 offer for one year, take it or leave it.

Vi Jerrel (P.O. Box 938 Homer 99603) asked if the board was voting on Homer's counter proposal tonight. She absolutely opposes contracting with the city. Proceed independently. The city cannot provide service to this area.

Roger Imhoff (P.O. Box 2855 Homer 99603) is disappointed with the counter proposal. We need a certain amount of money to get going ourselves. Contract for training and communications and per-call arrangements.

4. Correspondence:

From borough: Assembly will review our budget at a work session on May 14th at 1:50 p.m. Telephone call from Milli Martin to report that Kachemak Selo is looking for firefighting equipment and that she suggested that community leader Kuzman contact us. She also urges us to run our preliminary recommendations regarding Homer's counter proposal by borough legal, finance, and administration before making a decision.

- 5. Approval of agenda: Cunningham/Oakland unanimous with addition of 8A Sue Hecks presentation and ambulance availability and under 7A Request for executive session regarding matters the immediate public knowledge of which would clearly adversely affect the finances of KESA and the Kenai Peninsula Borough: response to Homer's contract counter proposal.
- 6. Approval of minutes of 4/05/01 meeting: Oakland/Krumm Unanimous with correction under 7A that Ron Drathman spoke to Dale Bagley in Homer, not Seldovia.

7. Unfinished business:

A. Homer contract proposal update: Homer's counter proposal of April 11 in hand, Scott opened the floor to public comment section by section. Abigail asked what additional uncompensated

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responsibilities the city was assuming. Cris noted the response was limited to road access. Consensus that paying 20% of costs is reasonable for 100% response to our area, not 20% response or 35% response either, as could be interpreted from city's reasoning. Cris asked if their contract reflected the feelings of the volunteers. Kip Walrath (P.O. Box 462 Homer 99603) said he is a HVFD volunteer and would rather that Drathman did not speak for him. He volunteers to serve the whole community. Money is not the reason he volunteers, stipend is unnecessary. Abigail observed that the city doesn't want to lose control, wants the money no strings attached. Cris suggested that we should offer less to compensate for the area they can't respond to. Include property values that can reach and account for seasonal access. Roger noted that service is worth a lot less to someone farther out. Must make cost more fair. Abigail questioned the 37% budget increase for FY02. Linda Rinehart commented that her picture of the fire department was a lot different from what was reflected in the contract. Sue Hecks noted that the counter offer is an administrative level effort, not a department volunteer level effort. She asked if the city was forcing volunteers to choose between departments. Will training efforts be duplicated? Abigail objected to the administrative fee for cashing our check and observed that the city intends to shift EMS billing responsibility for service in KESA to KES.

8. Sue Hecks presentation (moved up on agenda from New Business)
Sue Hecks is the Kenai Peninsula EMS coordinator and an EMT III. She is a resource for training and funding information. The KPEMS Council was founded in 1986. It is a subarea of the Southern Region EMS, dedicated to providing better public service. The council meets 6 times a year, sometimes at the borough office in Soldotna, sometimes by teleconference. They have a small training budget to share among the 16 members. She then offered KES a used ambulance, the old Homer Medic 2 which has been in Anchor Point and destined to Cooper Landing until they got one from the North Slope. We must write a letter of request to the KPEMS Council. We must transfer title to the borough and insure the vehicle. The ambulance must go back to Southern Region when we no longer need it. The board expressed its gratitude for this generous gift. Mary will draft request.

Sue reminded us to give her a list of our EMS needs and to consider requesting surplus equipment from the oil companies. She explained the Code Blue project distributing \$7.5 million to replace aging infrastructure. We cannot qualify now, but may submit a proposal during the next round in September. Capital equipment needs will be considered in December, but the state has not funded this program recently. She recommended that we send CES our priority FEMA priorities in case they get approval to submit an area-wide grant.

Approved by consensus to join KPEMS Council for \$25 membership fee.

7. A. continued: At 8:50 p.m. we adjourned to executive session to discuss matters, the immediate knowledge of which would clearly adversely affect the finances of KESA and the Kenai Peninsula Borough: our response to Homer's counter offer of April 11 to our contract proposal of February 6. We returned from executive session at 9:50 p.m. having determined to forward our preliminary recommendations on a response to Homer's counter offer to borough finance, legal, and administration before making a decision.

B. FY02 Operating plan

General discussion about how to get us set up. Chief will have to develop volunteer base and training opportunities. By consensus we will concentrate on EMS first because this was a

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consistent priority on our survey results and because state forestry already provides wildland fire suppression.

C. Job descriptions

We discussed various job combinations favoring volunteer EMS and Fire chiefs responsible to board with a paid administrative assistant. We're leaning toward contract position for administrative assistant. A contract position would allow us 40 hours per week if necessary with existing funds. We discussed changes to chief job descriptions which we will refine at a later meeting. Mary noted that she would be gone from the last week of July through the first week of September. Consensus to get chiefs and administrative assistant hired before then.

- D. Budget adjustments: We recommended adjustments to our independent service budget to allow for provisions of our recommendation to the city's counter proposal. Mary will ask Craig Chapman tomorrow how he wants to handle them before we reach a decision.
- E. Letter to potential volunteers: postponed

F. Grants

VFA grant due April 20: by consensus approved Bill Morse's prices for slip-on unit components, radios, and ancillary equipment not to exceed \$10,000.

FEMA due May 2

Firefighting equipment category: approved by consensus 2 ALS kits at \$3000 each, 2 Lifepak 10 cardiac monitors at \$10,000 each, 40 radio/pagers at \$1075 each, 8 oxygen kits at \$300 each, 4 Stihl 036 chainsaws, and 30 20# fire extinguishers at \$80-\$100 each.

Vehicle will be a brush truck with 300-gallon compressed foam system. Pat will get reasonable cost estimate and specs to Mary asap. Mary will mail grant by April 26th.

Approved by consensus that Pat order a \$38 foam book for which he will be reimbursed.

- 8. New Business: Sue Hecks presentation; used ambulance availability (see above)
- 9. Comments of the Audience: none
- 10. Board Comments, Announcements, Future Agenda Items

Mary will be gone April 19

Lee will be gone April 19 and 26

Dennis will be gone April 19, 26, and May 3

Borough assembly budget review: May 14

KP EMS Council meeting May 11 in Soldotna

Nikiski chief Billy Harris: rural water supply, tanker shuttle

- 11. Date and time of next meeting: Thursday, April 26, 7 p.m.
- 12. Adjournment: 11:25 p.m.

Approved 4/26/01 State Cunningham, chair

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Comments on City's counter proposal to KES re: one year contract.

When this started I supported a contract with the city to give KES time to get on it's feet, IF the city would negotiate in good faith. This is not a good faith offer. Tell Mr Drathman where he can stick it! The city clearly wants KES to hand over all it's money and let the city make all the decisions and have all the control -- forget it.

For political reasons I strongly suggest submitting a counter offer rather than outright turning this one down. I would recommend a flat \$115,000 for one year of continuing service, remind them it is for services they have been getting nothing for, and say take it or leave it. Don't bother waiting for an answer though. Go ahead with the plans for a stand-alone department.

I would also suggest contacting Kachemak City to see if they would be interested in joining KES, they do have a piece of equipment already.

Here are some specific comments on the proposal:

The city is turning down stipends for volunteers; and refuses incentives, upgrades to jump kits, education funding, training, physical exams, because it wants money without any strings on it. If they don't want it don't offer it.

The city wants to dictate to KES what equipment it will buy, which is totally unacceptable. The city also wants all maintenance done inhouse which it will bill KES for, which would be an additional expense. If KES wants maintenance done by the city, that should be a separate contract.

Then there's the insurance -- this and maintenance charges are not included in the quoted price of \$290,000, when you add in the additional EMS charges the likely total will leave nothing for improving services.

The city is determined to split the volunteers, which is unnecessary and should be solely up to the volunteers.

The city wants to base the percentage on property values, (their reasons are rediculous,) and there is no clause to adjust the ratio after an area gets annexed to the city, IF the area wants to leave KES. It is perfectly reasonable for KES's share of overhead to be a percentage based on the number of calls.

The 15% administrative charge is totally unreasonable, especially in light of the city wanting to shift billing for EMS responsibilities to KES.

The increased charge for the 2002 budget is not acceptible without an explanation for why it is going to go up 37% -- if it is for annexation related expenses those must be backed out first. They are probably raising the budget in anticipation of having this extra money to spend!

1/1/m/M

7 p.m., Thursday, April 26, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold Absent: Lee Krumm, Dennis Oakland (both excused) Also present: 3 public

3. Public comment:

Cris Rideout (P.O. Box 2430, Homer 99603) regrets that there is not more public participation in the service area board meetings. He encourages volunteers to become first responders and wildland responders. He is requesting state forestry to conduct a wildland class.

Abigail Fuller (P.O. Box 2845, Homer 99603) recommends moving toward operating on our own if contract negotiations drag on.

Vi Jerrel (P.O. Box 938, Homer 99603) notes that temporary employees are faster to bring on line than contractors because of legal review. Proceed independently of the city because they cannot provide service. A contact could open the borough to suit from the city. It is not the intent of the service area to wait on annexation. Move ahead independently.

Correspondence:

Sue Hecks e-mail clarifying her comments at our last meeting regarding her position, KPEMSC mission, and its meeting schedule.

Sue Hecks letter regarding Anchor Point ambulance (moved under 7F)
Colette Thompson memo regarding executive session (moved under 8A)

- 5. Approval of agenda: by consensus as amended to move 8A ahead of 7.
- 6. Approval of minutes of April 12, 2001 meeting: as presented by consensus
- 8 (A) Executive session clarified: see below

7. Unfinished business:

A (1). Homer contract proposal update: per our new understanding of executive session procedures we summarized for public benefit the discussion we had in the April 12 executive session describing our agreement and disagreement with the city's counter proposal:

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"We cannot accept this counter proposal. If the City of Homer provided KESA with the low ISO rating and EMS response times provided to city residents, property value would be a good basis for fire suppression contract payment. But it does not. As Mr. Drathman points out, city residents enjoy one of the lowest ISO ratings on the Kenai Peninsula. This is not the case for most KESA residents.

We do not consider property value a good basis for EMS. If service were comparable to that provided for city residents, we believe population would be a better basis for EMS contract payment. However, here again, service is far from comparable. As Mr. Drathman points out, seasonal closings of some roadways in KESA are routine and delay or prohibit emergency vehicle access. This is not the case within the city limits.

We based our contract proposal on call distribution because after review of various methods, that emerged as the most equitable.

We object to the 15% administrative fee to cash our check. All other emergency service related administrative costs are covered by the contract fee.

We agree that any equipment KES acquires would be compatible with the mission of HVFD, but we prefer to reserve the responsibility to design it. We question whether the City of Homer must maintain our equipment, preferring to maintain it ourselves to their maintenance standards.

We question paying a contract based in part on the city's FY02 draft fire department budget because this is only speculation and reflects a 37% increase over this year. We understand it will be available soon for review which may help clarify such an unusual adjustment.

Because the city rejected our proposal and we cannot accept their counter offer, we recommend a different approach."

Further discussion included these points:

We recognize that we won't be able to provide equal service to all the residents in our service area although they will pay equal taxes. We feel that because the level of service is so significantly different between the city and the service area, basing the service contract on the value of property improvements is unreasonable.

Even though property values might be one accepted basis for paying for service, the two emergency-related contracts the city has are based on other factors. Kachemak City contracts for fire suppression and EMS with a 1 mil property levy plus the fire engine including housing and maintenance. State Forestry contracts with the city for HVFD apparatus and personnel based on established per hourly rates.

KESA offered more than the base contract fee and other monetary considerations. Our budget included funds to purchase two first response EMS vehicles and two brush trucks (\$341,500 value) which would be controlled and operated by HVFD. They would be stationed in the service area at HVFD volunteers' homes and could respond to a city emergency just as likely as a KESA call, especially during the day when the vehicles might well be in town.

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We submitted our recommendations to the borough for legal and financial review. Scott attended a teleconference meeting with Colette Thompson, Jeff Sinz, and Ed Oberts on April 20. We will review that discussion and our negotiating strategy in executive session following the rest of this meeting's agenda.

- A(2). Pat Johnson conflict of interest: Pat related that he received a letter from Ron Drathman asking which side he would represent in negotiations between the city and KESA. Pat replied that his first responsibility was to KESA because he was appointed to the board. He felt that he could relate factual information about firefighting equipment and apparatus without bias to either side. Pat sought Colette's legal opinion on a potential conflict. Colette advised that it would be better for Pat not to participate in contract negotiations with the city because he does 98% of the maintenance on HVFD vehicles as a city public works employee. He will also sign a letter of intent to do business with the city. Because we need three votes for action and Pat cannot vote on contract negotiations with the city, we cannot take action following our executive session.
- A(3). To adjourn to executive session to discuss matters the immediate knowledge of which would clearly adversely affect the finances of KESA and the Kenai Peninsula Borough: negotiating strategy for contract for service with the City of Homer: approved by consensus.

Upon return from executive session we reported that we discussed the borough's questions and suggestions about our recommended counter proposal to the city's counter proposal. We would like to offer our proposal with some modifications. If the borough does not approve the counter as modified, we would like Colette Thompson and Jeff Sinz at our next meeting to discuss options. Scott will call Colette tomorrow.

B. Budget adjustments

Budget as submitted in assembly packet is for \$374,372. This is not our latest amended budget which included \$5,000 of the \$10,000 FY01 appropriation we don't intend to spend before July 1st. Craig Chapman submitted the lower budget because he felt that our budget would likely change before assembly approval and he was more comfortable with the lower bottom line since the \$10,000 had been appropriated by the assembly.

Clarification of approval process for capital fund appropriations: capital project appropriations must be approved by the assembly either in the annual budget process or by ordinance or resolution during the year. This is a different process from approving line item reallocations among the three budget categories which can be done without going to the assembly.

C. FY02 Operating plan: postponed

D. Job descriptions to meet KES personnel needs: postponed with the exception of presentation of an article explaining that a volunteer incentive program providing cash is not likely to turn a volunteer into a paid person if the nominal compensation is less than half the minimum wage. Scott noted that HVFD is considering a new program to provide a monthly volunteer stipend to be invested and made available to volunteer when he resigns from department.

E. Letter to potential volunteers: postponed

F. Grants

FEMA request for \$78,912 in firefighting equipment and \$159,556 for a Class A pumper matched by a total of \$26,497 from KES was mailed yesterday. Awards to be made before September 30, 2001. Bonnie Golden, KPB grant coordinator, clarified that grant awards must be accepted and appropriated by the borough assembly before we can use any of the funds.

Anchor Point ambulance: Sue Hecks needs additional information before processing our request for the surplus ambulance. Mary will prepare response.

G. KPEMS Council representatives: Scott Cunningham (representative) and Pat Johnson (alternate) approved by consensus. We must appoint these representatives to complete our membership application approved last meeting.

8. New Business:

- A. Executive session requirements clarified: Borough attorney faxed us a memo this afternoon clarifying that, in her opinion, the board should discuss in public its agreement or disagreement with the city's counter proposal. We may discuss in executive session how we might react to the proposal, including the amounts we are ultimately willing to pay or how far we are willing to go on bargaining points. This type of strategy is appropriate for executive session. Any final action must be taken in public.
- B. Clarify board compliance with borough ordinance 16.20.170 Procedure--Conduct of affairs—Meetings:

Scott will bring information about town meeting style by consensus procedures for our review. We need to formally adopt a meeting procedure.

C. Ninilchik ambulance: Sue Simond told Scott that we can have their old ambulance, which is now parked outside and uninsured because they got a new one for \$135,000 through a reappropriated state grant. She wants our assurance that this ambulance will go to KPEMSC when we no longer need it. She will talk to Sue Hecks to confirm best way to do this. Pat and Scott will make arrangements to pick it up and we hope Lee will store it in his garage until we are ready to deploy.

Scott will call Scott Christi (269-8440) about potential FEPP mid 80s diesel blazers with low mileage that might be good first response vehicles.

9. Comments of the audience:

Vi Jerrel supports the opinion that when you are at war, you don't cooperate with the enemy. She recommends that we ask borough for the 10 acres at Baycrest for a station. Dave Becker has a heated garage we use for apparatus storage. Kenai Supply could be rented for storage and training. She asked why we are not moving ahead with independent operations and what we were doing to get money from the legislature.

Cris noted that to get support from legislators from other districts, our residents should contact their constituents, many of whom have property here.

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10. Board comments, announcements, future agenda items:

Scott and Pat answered some of Vi Jerrel's concerns explaining that we are moving ahead on equipment acquisition and grants but it is premature to hire chief and staff until we have a better sense of direction.

KP Chiefs meeting Thursday, May 3, 5:30 p.m. Soldotna KPEMSC meeting Friday, May 11, 10 a.m. in Soldotna Borough work session KESA budget May 14, 1:50 p.m. Soldotna Nikiski chief Billy Harris: rural water supply, tanker shuttle Dennis will be gone May 3

- 11. Date and time of next meeting: May 3, 2001, 7 p.m.
- 12. Adjournment: 9:40 p.m.

Approved on May 3, 2001

Scott Cunningham, chair

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7 p.m., Thursday, May 3, 2001 Borough Annex Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold

Absent: Dennis Oakland (excused), Lee Krumm

Also present: 3 public

3. Public comment:

Vi Jerrel (P.O. Box 938, Homer 99603) advised us to go ahead independently. The city cannot provide service to this large area. The board should obtain equipment. Dave Becker has a heated garage we could use. Hire a person to get things going.

4. Correspondence:

Anchor Point/Homer mutual aid agreement from Milli Martin Chris Clough, borough GIS e-mailed that KESA population is about 4,140

- 5. Approval of agenda: Cunningham/Johnson Unanimous as amended to remove executive session regarding city contract negotiation strategy.
- 6. Approval of minutes of 4/26/01meeting: Cunningham/Johnson Unanimous as presented.

7. Unfinished business:

A. Homer contract proposal update: Scott met with Ron Drathman yesterday to discuss possibilities of coming to a common ground between the extremes of our contract offer and city's counter offer. Scott suggested a pay-per-call based on city's published rates. Drathman said to go ahead and submit it, but his initial reaction was that it would not properly reimburse the department for being on call. Drathman said that if we had equipment, the contract situation would be different. Drathman also mentioned that state revenue sharing to the borough for fire suppression in this area could be redirected to Homer because it provides the service. Scott wasn't clear what this money was, but it bears investigating. Drathman observed that we prepared our budget backwards because we should have figured expenses first and then set mil rate to accommodate and that we are trying to operate with insufficient funds. Scott clarified that the mil rate was based on preliminary budget considerations and that we can reasonably operate within that limit. Drathman said he has no plans to cut off EMS but will evaluate the level of fire suppression the city will continue to provide KESA. Drathman clarified the city's FY02 HVFD budget is increased to cover deferred but necessary expenses.

Discussion (Pat cannot participate). We agreed that we do not want to jeopardize our residents during the service gap. We will expedite our plan to operate independently and

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continue to try to reach agreement with the city for interim service. We cannot vote until next week because Pat cannot discuss or vote on contract negotiations, but we will consider the payper-call and a 6-month contract including the fleet reserve. Scott will research the revenue sharing.

B. Budget adjustments: none, but when we know cost of equipment we intend to purchase or lease outside that provided in the equipment replacement fund, we should present information to assembly for approval either in our FY02 budget or as an ordinance.

C. FY02 Operating plan

Dispatch: Tom Bowman has forwarded our request for information about dispatch under the existing AST contract to the Anchorage office for consideration.

D. Job descriptions to meet KES personnel needs:

Griswold/Cunningham to advertise for volunteer chief and paid administrative assistant and send job descriptions to Richard Campbell for review and approval to proceed. Unanimous.

We will decide whether to have a volunteer EMS chief and a volunteer fire chief each responsible to the board or one chief with assistant EMS and fire chiefs after we see who applies for positions. We will decide if paid position is temporary, contract, or part-time permanent after Richard Campbell reviews descriptions. We intend to have positions filled by July 1st. We will request and comply with borough advertising and hiring procedures.

E. Letter to potential volunteers: distributed for review and approval at next meeting.

F. Grants

Anchor Point ambulance: Scott signed letter to Sue Hecks providing supplemental information. We should receive approval soon to pick up ambulance.

Ninilchik ambulance: Scott and Pat will pick it up soon.

FEPP blazers: Scott talked to Scott Christi who said we should send a letter to Jim Peterson at state forestry requesting favorable consideration for equipment currently or soon to be available. Scott and Pat may be in Anchorage soon and may check out equipment.

FEMA: 18,964 requests received.

Legislature: Representative Drew Scalzi called Scott about our priorities. We may receive funding for first response EMS rig(s).

- G. Meeting procedures town meeting consensus style: postponed
- H. Bylaws: Mary distributed draft KESA bylaws based on those from CES and KPB Road Service Area for review and approval at next week's meeting (requires 4 votes). We are to send them to Colette Thompson for review after our approval.
- 8. New Business: none

9. Comments of the Audience:

Abigail Fuller (P.O. Box 2845, Homer 99603) likes pay-per-call as a contract offer. Alternatively, she would support a 6-month contract. We should move forward being prepared to operate without city. We could consider pay-per-call with Anchor Point to help serve west end of service area until we can provide mutual aid.

Vi Jerrel recommended letting the public know we are acquiring equipment. Speed up process to get operating. Make use of Bonnie Golden, KPB grant writer. People need to be paid for positions; temporary hire is faster than contract. Rent Kenai Supply; KPB considered buying it according to Ed Oberts. Pursue acquisition of the 10 acres of KPB land at the Baycrest on the Sterling Highway. Years ago Marie Walli asked borough to set aside 5 acres there for a fire station, but she doesn't know what happened to that.

10. Board Comments, Announcements, Future Agenda Items

Pat reported that Phil Morris mentioned that Kachemak City will help us if they can. Phil noted that their engine doesn't get much use except for training because it is not ideally located.

KPEMSC meeting Friday, May 11, 10 a.m. in Soldotna Borough work session KESA budget May 14, 1:50 p.m. Soldotna Nikiski chief Billy Harris: rural water supply, tanker shuttle

11. Date and Time of Next Meeting: Thursday, May 10, 2001, 7 p.m.

12. Adjournment: 8:50 p.m.

Approved May 10, 2001

Scott Cunningham, chair

7 p.m., Thursday, May 10, 2001 Borough Office 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Lee Krumm, Mary Griswold

Absent: Pat Johnson (excused)

Also present: 2 public

3. Public comment:

Abigail Fuller (P.O. Box 2845, Homer 99603) supports a stand-alone department and keeping negotiations open for interim service.

4. Correspondence:

Bonnie Golden memorandum regarding Denali Commission infrastructure grants Equipment request from Voznesenka Community Council

- 5. Approval of agenda: Cunningham/Krumm unanimous as amended to include CES ambulance under 7E and property donation under 8A.
- 6. Approval of minutes of May 3, 2001 meeting: Cunningham/Oakland Unanimous as presented.

7. Unfinished business

A. Homer contract proposal: Cunningham/Oakland Unanimous to submit a pay-per-call proposal based on Homer's published rates. Mary will draft letter for borough approval before sending to city.

B. FY02 Operating plan

Dispatch: Dennis will check with Tom Bowman about our request for information about dispatch through Alaska State Troopers.

C. Job descriptions: Richard Campbell will attend next week's meeting to prepare administrative assistant job classification and advertisement/hiring procedures.

Oakland/Cunningham unanimous to advertise for volunteer chief(s) position(s) ASAP subject to Richard Campbell's approval.

D. Letter to potential volunteers: Cunningham/Krumm unanimous to send letter as amended to survey responders and to local newspapers.

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E. Grants

Anchor Point ambulance: supplemental information sent to Sue Hecks. Approval is expected soon. Mary will contact Dave Becker about inside storage.

Ninilchik ambulance: Pat will try to pick it up this weekend. Lee will store it in his garage.

FEPP blazers: our letter of request for favorable consideration was sent to Jim Peterson, area forester. FEPP may include brush trucks with slip-on units. Their emphasis is on fire, but it's OK to use vehicles for first response medical emergency as long as attached to fire service. Voznesenka would be a good location for brush trucks.

Legislature: no word on budget details to know if we got funding for first response rig. CES ambulance may become available after July 1 if they upgrade their fleet.

- F. Meeting procedures: town meeting consensus style: Scott has materials coming
- G. Bylaws: review and approve: Cunningham/Oakland unanimous to approve as presented to send to borough legal for approval.

8. New Business:

Larry Eardley and Rose Eaton (111 W. Richmond St. Dayton WA 99328) wish to donate 3.5 acres at mile 5.5 East End Road (across from Portlock Drive) to KESA. The parcel would revert to them if not used by the public for emergency services or an educational facility or safe house/crisis line. It cannot be sold to private party. KESA must pay for appraisal and survey if we accept donation. We agreed that this may be a good location for a water supply or garage. Mary will check with borough on procedures for acceptance. The donors are not in a hurry. Lee will check property.

9. Comments of the audience:

Abigail Fuller suggested asking Kachemak City if they want to contract with KESA.

Doris Cabana (P.O. Box 607, Homer 99603) asked if we have looked into army or air force surplus equipment. Adak has equipment that may come up for distribution. She recommended that we ask the borough for the 10 acres on the Baycrest to locate a station.

10. Board comments, announcements, future agenda items:

Dennis recommended meeting twice a month during the summer once we get things organized. Lee will be gone 5/17 and 5/24

Lee may attend the KPEMSC meeting tomorrow at 10 a.m. in Soldotna.

Mary will attend the borough budget work session on Monday, May 14.

Richard Campbell will attend next week's meeting.

Future: Billy Harris rural water supply and tanker shuttle.

- 11. Date and time of next meeting: Thursday, May 17, 7 p.m.
- 12. Adjournment: 8:25 p.m.

Approved May 17, 2001

Scott Cunningham, chair

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7 p.m., Thursday, May 17, 2001 Borough Office 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold

Absent: Lee Krumm (excused), Dennis Oakland

Also present: Richard Campbell, borough human resources; 2 public

3. Public comment:

Vi Jerrel (P.O. Box 938, Homer 99603) supports proceeding independently.

- 4. Correspondence: Fire Marshal report manual
- 5. Approval of agenda: Cunningham/Johnson unanimous with addition of Schade fire department under 8 B.
- 6. Approval of minutes of May 10, 2001 meeting: Cunningham/Johnson unanimous as presented.
- 7. Unfinished business:

A. Homer contract proposal: our pay-per-call proposal was delivered to city hall on May 15th. No response yet. Jeff Sinz told Mary that the borough only receives state fire/EMS revenue sharing for established service areas. Bear Creek gets about \$2000. KESA will qualify next year but it won't be much money under the current formula.

B. FY02 Operating plan/budget

Dispatch: Dennis will check with AST

Assembly work session update: Tim Navarre and Grace Merkes expressed reservations about approving our budget. Tim wants a better plan before approving spending all the money and especially wants a transition plan or at least a gentleman's agreement that the city will continue service until KES is ready. Grace was concerned about the debt load should annexation take half the tax base. They may decide to approve a smaller spending plan and have us come back for approval to spend more as we develop firmer plans. Craig Chapman will review our budget and advise on next step. Assembly is to vote on budget at June 5 meeting.

C. Job descriptions/advertisement/hiring procedures and timeline

Richard Campbell advised that contract position is probably not our best option. Contract must go to bid, where we accept lowest responsible bid. We may want greater supervision and direction than contract position allows. He recommended going with a temporary position at \$14

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per hour for 30 hours per week which could move to a regular part time permanent position later. This would cost us \$22,500 per year. He suggested leaving the budget at \$34,500 for flexibility. He noted that in such situations, existing borough employees have preference. He noted that a temporary employee may also volunteer as long as volunteer work is completely different from paid work responsibilities. We approved by consensus to advertise for chief(s) and administrative assistant as recommended. Richard will prepare ads and run them in Homer News, Homer Tribune, KBBI, and job service.

D. Letter to potential volunteers: letter went out May 14th. Next week we will divide up list to make followup phone calls.

E. Grants

Community infrastructure grants: not appropriate for us because we do not have a station ready to build.

Anchor Point ambulance: letter of approval is in the mail. Dave Becker is willing to store it. His garage doors are 9 feet high and 9 1/2 feet wide. Mary is getting ambulance dimensions.

Ninilchik ambulance: is parked at Pat's house. It is 19 feet, 8 inches long and 8 feet 6 inches high. Pat will check with Krumms to see if it will fit their garage. Pat will get paperwork from Ninilchik so we can insure and register it.

FEPP blazers and other equipment: Pat visited Eagle River maintenance yard and identified blazers, 3/4 ton 4WD pickup trucks, and trailered water tanks that we could use. Blazers must be repainted. Pat will check prices. Mary will contact Ric Plate for procedures to get these items.

Legislature appropriation: no word yet on final budget. Mary will keep checking. FEMA: 19,000 requests, anticipate 2000 grant awards

- F. Meeting procedures: town meeting consensus style: materials coming
- G. Larry Eardley land donation: Lee visited site last week and thinks it suits our purposes. There is a creek on the property that could fill a pond or tank on site. The 3.5 acres is gently sloping, primarily grass covered, and all useable. The building on the adjacent parcel is about 30 x 40 with a 10 x 10-foot door. It is on pilings with a gravel floor. Power, no heat or insulation. Larry would lease it to us. It could be moved to the 3.5 acres. Mary met with Max Best at borough planning who will send us procedures for accepting land. He recommended getting assembly approval before incurring expenses to acquire: \$700-2000 for appraisal, \$3000 plat/survey, \$250 title report, \$1500 site inspection. Cris said that Roger Imhoff may survey for discount. Scott said that we may get a discount appraisal.

8. New Business:

- A. McNeil Canyon land acquisitions: Scott reported that Brian Kelley (299-1974) has land next to borough property at McNeil Canyon, first left on new road, that may be a good station site. Pat reported that Tom Tietgen has a grazing lease just west of McNeil Canyon which might also be appropriate. We need to make a site visit. No action taken.
- B. Schade fire department: Pat reported that Schade registered his department with the state fire marshal. We need to understand how we will work together ahead of an incident. Mary will contact Mark Barker to identify their service area and chief.

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9. Comments of the audience:

Cris Rideout (P.O. Box 2430, Homer 99603) recommended researching airforce surplus equipment, including 1 1/2 ton diesel cargo trucks and steel slip-in water tanks. He will get contact information.

- 10. Board comments, announcements, future agenda items: Future agenda: Billy Harris rural water supply and tanker shuttle Lee will be gone 5/24
- 11. Date and time of next meeting: Thursday, May 24, 7 p.m.
- 12. Adjournment: 9 p.m.

Approved May 24,2001

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7 p.m., Thursday, May 24, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Mary Griswold

Absent: Lee Krumm (excused)

Also present: 5 public

3. Public comment:

Cris Rideout (P.O. Box 2430, Homer 99603) brought airforce surplus contact number: 552-5570. The cargo trucks are low mileage and well taken care of. Some pickup trucks are beat up.

Brian Kelly (P.O. Box 15195, Fritz Creek 99603) described his property at McNeil Canyon which may be a good site for a station. 300 feet wide by 1000 feet deep, one acre of level ground with permit to fill 3 acres. He may build suitable for us to lease.

Tim Yarbrough (P.O. Box 15411, Fritz Creek 99603) is concerned about turf wars between KES and HVFD. He asks that we select a chief who will work well with HVFD.

- 4. Correspondence: acceptance letter for old Medic 2 ambulance from Southern Region EMS Council.
- 5. Approval of agenda: Cunningham/Oakland unanimous with addition of Rotary presentation, KES logo, and KES paint color selection under 8.
- 6. Approval of minutes of May 17, 2001 meeting: Cunningham/Johnson unanimous as presented.
- 7. Unfinished business:
- A. Homer contract proposal: no response to date to our offer of May 15.
- B. FY02 Operating plan/budget

Dispatch: Dennis will check on FCC license requirements. We will plan to cover our own radio records after dispatch unless we are found to fit under borough service contracts. Cris Rideout will help locate and test repeater sites, using his FCC license.

Assembly budget approval update: Mary met with Craig Chapman, Len Malmquist, and Billy Harris to review our budget. All agreed it was a good budget for a startup operation. Budget considerations/suggestion include:

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AEDs available from Special Olympics (Craig Rawston at Nikiski department) Anchor Point may have a life pak 10 available because they upgraded to a 12 Cell phones may be good for communication in radio dead zones David Gibson (borough employee) will do SCBA fit tests at no cost to us

Scott will talk to Craig about AEDs.

- C. Job applications: closing date June 13
- D. Letter to potential volunteers: followup phone calls: we divided list. Mary will prepare a form including volunteer categories, committees, time commitment, and training requirements.

E. Grants

Anchor Point ambulance size, pickup, and storage, Becker garage, paperwork: Scott signed letter of agreement. When approved, we will be authorized to pick up ambulance. Beckers are measuring their garage.

Ninilchik ambulance: paperwork and storage: Pat to get paperwork. We will arrange with Lee for storage when he is back.

FEPP blazers and other equipment: acquisition procedures and paint estimate: Pat got paint estimates between \$3800 and \$5000. Alaska Corrections Industries may paint for \$1500 to \$2000. Military paint is especially toxic and porous so repainting may be difficult.

Discussion about other equipment sources: BLM and California department of forestry. Legislature appropriation: no confirmation yet.

- F. Meeting procedures: town meeting consensus style: postponed.
- G. Larry Eardley land donation

Borough acceptance procedures: Mary will remind Max Best to send them. Any site acquisition must be part of an overall plan.

- H. McNeil Canyon land acquisition: site visit and recommendations: not date set. Pat is available after work next week.
- I. Eastland Fire Department: State fire marshal office will send registration information. Ric Plate recently talked to Lloyd Schade about his department and his upcoming controlled burn on 5 acres to test his foam system.
- 8. New Business:
- A. Pat Johnson will do the Rotary presentation at noon on March 31 at Pioneer Pizza.
- B. Pat will research logo sources, available in fire magazines.
- C. We agreed by consensus that our paint color will not be lime green. We will defer to Pat's selection. Red is ok and so is white with a stripe.

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9. Comments of the audience:

Brian Howard suggested considering a private ambulance service for interim service if we aren't ready to operate. He requested e-mailed minutes while he is out of town.

Matt James will research California contacts for surplus apparatus and SCBA. He will also get contact for State Forestry Division of Communications to se if we can use or learn about forestry repeater sites.

Cris Rideout asked how we felt about borough wide EMS, noting that it may be the way of the future.

10. Board comments, announcements, future agenda items: Scott noted that the city might be happy to be out of the fire/ems delivery if the borough were ready to take over, but perhaps as a unified service area rather than borough-wide service.

Future agenda: Nikiski chief Billy Harris: rural water supply, tanker shuttle

- 11. Date and time of next meeting: Thursday, May 31, 7 p.m.
- 12. Adjournment: 9:05 p.m.

Approved May 31, 2001

Scott Cunningham, chair

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7 p.m., Thursday, May 31, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- The meeting was called to order at 7 p.m. by chair Scott Cunningham 1.
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold

Absent: none

Also present: 3 public

3. Public comment:

Vi Jerrel (P.O. Box 938, Homer 99603) is glad we are getting equipment and proceeding independently.

- Correspondence: Scott has received about a dozen calls about the administrative assistant 4. position and one about the chief position.
- 5. Approval of agenda: Cunningham/Oakland unanimous with the addition of Denise McDonald property and Kenai Supply building under 8.
- Approval of minutes of May 24, 2001 meeting: Cunningham/Oakland unanimous as presented.
- Unfinished business:
- A. Homer contract proposal update: no response to date. Pat reported that Drathman, Painter, and Robert Purcell met today to discuss contract options. Purcell is willing to help work toward an agreement when he gets back in July.
- B. Budget status: finance department is working on response to Tim Navarre's questions/objections to our proposed budget.
- C. FCC permit procedures: Dennis talked with Homer Police Chief Mark Robl about communications. It takes four months to get a FCC license and costs \$300 to hire a broker. HVFD uses two repeaters, one on the Spit and the other on Diamond Ridge. We may or may not be allowed to use city dispatchers for 911 pageout. We may be allowed to use State forestry repeaters if we can get a frequency within their range. Eric of Forestry's Division of Communications at 262-7845 may have more information.
- D. Job advertisement response: no applications to date. (see Correspondence above)

KES minutes 5/31/01 1 E. Volunteer followup phone calls: form/update: Mary needs more time to develop form describing training and time requirements. Scott will call potential applicants he knows for advertised positions.

F. Grants

Anchor Point ambulance acquisition/storage/paperwork: Sue Hecks e-mailed Mary that the ambulance is ready for us to pick up as soon as approval is processed.

Ninilchik ambulance storage/paperwork: postponed

FEPP blazers: paint/ acquisition timeline/ Pete Buneau: Pete will help expedite our acquisition of the blazers. Mary left message for Ric Plate asking what he needed from us to move this forward.

Water tanks: Gene Sawdon sent Mary pictures of tanks. Pat will inspect next week when he goes to Anchorage. We may get a volunteer to truck them down here. 35 feet long, between 20,000 and 30,000 pounds each. Trucking arrangements will wait until we make sure we want them.

Nikiski Special Olympics AEDs (Craig Rawston): postponed

Airforce surplus equipment DRMO: Mary got info and procedures for requesting. Matt James reported to Scott that equipment Outside is generally in better condition than AK equipment. California has a lot of surplus equipment, specializing in medium duty Class A pumpers. Website: www.fs.fed.us/fire/planning/fepp.

California contacts for surplus equipment and SCBA (Matt James): Matt is trying to reach CA contact about SCBA.

- G. Larry Eardley land donation: Lee will ask him about potential lease arrangements for his shop where it is, perhaps insulating and wiring in exchange for rent.
- H. Brian Kelly station site: consensus that this is a good location. Mary will ask borough about procedures for leasing a building in a particular vicinity.
- Eastland Fire Department status: registered department 4/12/01. \$30,000 budget, 13 volunteers, 3 pumpers, to fight structural and wildland fires from Greer Road east.
 Discussion about potential conflict of jurisdiction, unresolved questions. Patty Murray (P.O. Box 3044, Homer 99603) who lives in vicinity expressed her concern about who is responsible for response. KESA will be responsible; Eastland department is an additional layer of service. Tax dollars support KESA not Eastland.
- J. Logo design: Pat looked a logo catalog. Minimum order of 100 vinyl logos costs about \$600.
- K. Meeting procedures: postponed
- 8. New Business:
- A. Denise McDonald (235-5584) has property on Lowbush she is interested in developing for community purposes. Consensus to let her know we will add this to the list for the site committee to evaluate.

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- B. Kenai Supply property/buildings: Angie Newby is handling the property for the sellers. Originally offered at \$1.2-\$1.5 million, now reduced to \$750-\$850,000 range. 36,000 square foot building (about half of which is insulated) on 3.6 acres. 28 x 62 heated shop adjacent. If no buyer is located, they may consider a lease. She also volunteered her service for real estate negotiations and will keep us in mind for locations. Consensus that this is not a good location to meet needs of outlying areas, but may be useful in short term if better space is not found.
- 9. Comments of the audience:

Doris Cabana (P.O. Box 607, Homer 99603) asked why the triangle was not included in the service area. She asked if the administrative assistant will get insurance, mentioning that this is important. She noted that there are several truckers in area who may help with tanks. Twin Peaks, On Demand, Joe Super, and Arno Trucking came up in discussion. She is glad we are moving ahead independently.

Vi Jerrel asked us to look at the borough land next to DOT as a station site.

Brian Howard will followup on some leads he has about surplus equipment auctions in CA.

10. Board comments, announcements, future agenda items:

Scott commented that the triangle was left out by oversight. The administrative assistant is classified as a temporary position, not providing insurance.

Pat spoke at Rotary luncheon today and received several pointed questions about why we don't just let city provide service. He explained the need for equipment in outlying areas, etc. He asked how we can participate in an auction or purchase a particular piece of equipment. Mary will ask borough about procedures.

Lee reported that he located a 2500-gallon fiberglass tank in Kodiak for \$700 that might be good for water storage in a heated garage. No action taken.

Future agenda item: Billy Harris rural water supply and tanker shuttle.

Date and time of next meeting: Thursday, June 7, 2001, 7 p.m.

12. Adjournment: 9:15 p.m.

Approved June 7, 2001

Scott Cunningham, chair

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7 p.m., Thursday, June 7, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson

2. Roll call:

Present: Scott Cunningham (arrived at 8 p.m.), Dennis Oakland, Pat Johnson, Lee

Krumm, Mary Griswold

Absent: none

Also present: Milli Martin, borough assembly; 2 public

3. Public comment:

Milli Martin (P.O. Box 2652, Homer 99603) reported that the borough assembly voted 6-3 to amend our budget to \$50,000 in contingency and the rest in fund balance pending a work session on July 10 to resolve their concerns including providing a larger fund balance, presenting a longer range plan, and pursuing a contract with city. Tim Navarre intends to introduce a new budget that evening and approve it on August 7. He would also be willing to help negotiate a contract.

Pat Johnson (54540 East End Road, Homer 99603) addressed board as a private citizen because he cannot participate in board discussions about a contract with the city. He summarized his recent conversation with Ron Drathman and asked the board to make a counter offer to city, splitting the difference between our original offer and the city's counter. He suggests talking to city representatives in person instead of by cumbersome correspondence through the borough. When we reach agreement, then send it to the borough for approval. His bottom line is our responsibility to get service established without jeopardizing the level of service now received. We need the city to maintain the current level of service until we can take over and estimates that it would take us five years to duplicate the current level of HVFD service to KESA. He noted that insurance rates would be increased if the city cuts off service. He noted that fire insurance for a class 3 ISO costing \$779 would cost \$1051 at class 8, and \$2010 at class 10, if the company would insure property at all. He noted that Drathman wants HVFD volunteers to declare allegiance to city in order to know who will be available to respond to city calls. Neither Drathman nor Pat wants the volunteers torn apart.

Cris Rideout (P.O. Box 2430, Homer 99603) stated that he would be willing to pay higher initial mil rate to cover startup expenses. He recommends documentation of our negotiation process. He repeated his willingness to help test repeater sites when we are ready.

Brian Howard (P.O. Box 3591, Homer 99603) commented that it is most critical to get ALS personnel on scene and recommends strategic location of EMS jump kits. He recommends leasing some trucks for startup, less maintenance, and avoids potential overspending if

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annexation is approved. He is against purchasing expensive dedicated EMS first response rigs because it is financially irresponsible. Vehicles should carry water and wildland gear or at least be set up with trailers for wildland fire suppression in addition to carrying EMS kits. The perception on the street is that new Subarus may be a vehicle grab for some volunteers. Cheap blazers for dedicated EMS response may be OK. He doesn't think Drathman will cut off service because the repercussions would be too severe. He asked how Eastland Fire Department handles dispatch and suggested we could do it the same way.

- 4. Correspondence: one application for administrative assistant position
- 5. Approval of agenda: Cunningham/Oakland unanimous as presented
- 6. Approval of minutes of May 31, 2001 meeting: Cunningham/Oakland unanimous as presented.
- 7. Unfinished Business
- A. Homer contract proposal update: Board confirmed by consensus that we are still committed to pursuing a contract with the city, contrary to Drathman's assumption in his letter of June 4, 2001. We take exception to most of the statements in this letter and feel that his conduct is unprofessional and counter productive. We would like to discuss our options with someone else. Time is short, processing proposals through city and borough is too time-consuming. It is in the best interests of both the city and KESA to have a contract.

Krumm/Oakland moved to write a letter to Homer City Council stating that we are at an impasse with Drathman and requesting that the city select a council member or the mayor to meet with a KESA board member to work out a contract for city and borough approval

Yes: Krumm, Oakland No: Griswold, Cunningham Abstain: Johnson (conflict of interest)

Motion failed because it was seen as too antagonistic. Discussion Griswold/Cunningham moved to ask the city and borough to select an arbitrator acceptable to both the city administration and KESA to work with both sides to work toward a contract.

Yes: Cunningham, Oakland, Krumm, Griswold Abstain: Johnson (conflict of interest) Mary will draft letter for board review over weekend and Scott to sign on Monday.

- B. Job advertisement response: one application received and filed for review next week at closing. Lee emphasized the importance of our contacting good candidates.
- C. Budget status: Consensus that we would have been happy to present the budget as approved by assembly had we known it was an option. We will try to resolve contract issue and then adjust budget to present at borough work session and meeting on July 10.
- D. Dispatch update: state forestry repeaters: Jerry Jasper at 269-5784 is the one we need to talk to and will be available next week. Mary will contact.
- E. Volunteer follow-up phone calls: form/update: as soon as we know direction we will contact potential volunteers. With contract we will need volunteers to sit on committees for site selection, equipment, water sources, etc.

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F. Grants

Anchor Point ambulance acquisition/storage/paperwork: no word yet. Beckers will store. Ninilchik ambulance storage/paperwork: postponed

FEPP blazers: paint/ acquisition timeline: Mary will call Ric Plate tomorrow

Water tanks cars: Pat inspected the tanks on Monday. They are in good condition and must be removed this summer. Discussion about location, above/below ground, and transport. Tanks are 33-35 feet long x 8 feet wide x 10-11 1/2 feet high. A lowboy two feet off ground could legally haul them. Brian will ask about at-cost trip with Fairweather Marine. Scott, Lee, and Dennis will contact possible truckers.

Nikiski Special Olympics AEDs (Craig Rawston): Scott will call Dennis Brodigan at 277-1538 to find out more about units available at \$1800 ea. By consensus we agreed that we could use two.

Airforce surplus equipment DRMO:postponed

California contacts for surplus equipment and SCBA: Brian Howard: postponed, but CA FEEP is apparently limited to use in CA and AK equipment to use in AK.

CES fire engine: 1000 gallon tank, 1250 gpm pump may be available by first of year when CES gets new one. Chief Malmquist knows we are interested.

Procedures to buy used equipment and participate in auctions: according to Mark Fowler, borough is not set up to participate in auction. Hard specing a vehicle is the preferred process. \$50,000 + expenditure must be approved by assembly.

- G. Larry Eardley land donation/ shop lease:postponed Lee will call Larry about leasing as is.
- H. Brian Kelly station site: procedures to lease:
 - < \$5000 verbal quotes

\$5000 to \$15,000 3 quotes

> \$15,000 requires formal rfp

borough public works will help with planning and construction

Mark Fowler recommends a 3 year lease contingent on assembly appropriation of funds decide size of building and its necessary features, run by him

Mary to ask borough about using volunteer labor to raise kit building

- I. Eastland Fire Department status: Pat met with Lloyd Schade who told him that his controlled burn is cancelled for this season. Eastland is willing to work with KES and will relinquish control when we show up. Pat was impressed with the Barricade foam, which costs \$100/gal. He suggests working together on water tank placement.
- J. Logo design: postponed
- K. Meeting procedures: postponed
- 8. New Business: none
- Comments of the Audience

Cris Rideout noted that Don Gilman or Robert Purcell might be good contract negotiation arbitrators.

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- 10. Board Comments, Announcements, Future Agenda Items
 Lee will be gone from June 8 until June 27 and leaves again July 10
 Mary will be gone from June 15 until June 27
 June 21 meeting is cancelled
 Future agenda: Nikiski chief Billy Harris: rural water supply, tanker shuttle
- 11. Date and Time of Next Meeting: Thursday, June 14, 7 p.m.

12. Adjournment: 10:15 p.m.

Approved as amended on June 14, 2001

Scott Cunningham, chair

7 p.m., Thursday, June 14, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Mary Griswold

Absent: Lee Krumm, Pat Johnson (both excused)

Also present: Jeff Sinz, borough finance director; Milli Martin and Tim Navarre, borough

assembly; 3 public

3. Public comment:

Brian Howard (P.O. Box 3591, Homer 99603) noted that some HVFD paramedics may choose to volunteer with KESA if HVFD forces them to choose only one department.

Lloyd Schade (35250 Schade Drive, Homer 99603) brought pictures of his equipment and noted that his new technology is more effective than just water. The trailer units can go where conventional apparatus cannot. He emphasized his willingness to work with KES and that his effective first response may curb a fire until HVFD or KES arrives. HVFD by itself cannot respond to fires out East End Road in time.

Denise McDonald (P.O. Box 15052, Fritz Creek 99603) said she has property on Lowbush that may be a good location to park vehicles. There are 2 wired shops on the property, 800 feet off East End Road.

- 4. Correspondence: 2 job applications
- 5. Approval of agenda: Cunningham/Oakland unanimous with provision to move Brian Howard presentations 7F and 8A ahead of unfinished business.
- 6. Approval of minutes of June 7, 2001 meeting: Cunningham/ Oakland unanimous as amended to correct Pat Johnson's public comment to note that he does not want to jeopardize the current level of service to KESA residents and to correct Brian Howard's comment to read that it is a perception on the street, not his personal belief that new vehicles may be a "grab."
- 7. Unfinished business:

A. Budget status: Jeff Sinz summarized the meeting yesterday at the borough office with Colette Thompson, Tim Navarre, Craig Chapman, Dan Gregory of Nikiski Fire Department, Steve O'Connor of CES, Ed Oberts, and Mary Griswold. Borough assembly approved \$50,000 for KESA until we address many concerns ranging from our transition plan, effect of potential annexation, legal responsibilities, and contract negotiations with Homer. Because resolving the

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contract issue is critical to our planning and budget process, Colette and Jeff will come to Homer to help with city contract negotiations. Tim Navarre noted that a contract is the service area's decision, not the assembly's. He noted that the assembly was concerned about our proposed budget because we intended to spend too much money the first year, we couldn't be up and running by July 1, and intended to borrow a half million dollars from the borough for equipment without knowing the effect of annexation on our future service area size and tax base.

Jeff, Colette, Scott, Drathman, City finance director Dean Baugh, and HVFD Chief Bob Painter will meet in afternoon on June 26 to discuss contract. KESA will meet in morning to adjourn to executive session to discuss negotiation points with Colette and Jeff. At June 28 board meeting we will approve our operating plan and budget to present to the borough assembly on July 10. Tim will schedule an assembly work session in Homer on July 9 to review our plan and budget.

- B. Homer contract proposal update: see 7A
- C. Job advertisement response: postponed
- D. Dispatch update: state forestry repeaters are frequency specific. Forestry's repeater is located on a mountain above Seldovia. Jerry Jasper (269-5784) is in charge of communications for the state and will check on possibilities for our using space on this repeater site.
- E. Volunteer follow-up phone calls: form/update:postponed
- F. Grants

Anchor Point ambulance acquisition/storage/paperwork: postponed
Ninilchik ambulance storage/paperwork: postponed
FEPP blazers: Ric Plate requested another letter indicating our interest. Mary wrote him.

Water tank cars: Ric called during meeting to ask for a letter requesting tank cars.

Cunningham/Oakland to notify Ric Plate that KESA wants the three railroad tank cars at Kulis Airforce base with the understanding that we have until October 1st to remove them and that it is not cost prohibitive to do so. Unanimous.

Milli Martin noted that she has a half-mile road frontage on Skyline Drive that she would consider KESA using for tank storage, adding that keeping her driveway plowed is a problem.

Special Olympics AEDs: Dennis Brodigan
Oakland/Cunningham to get 2 AEDs at \$1800 each. Unanimous Scott will follow up.

Airforce surplus equipment DRMO

California contacts for surplus equipment and SCBA: Matt James, Brian Howard: Brian has requested information packet from California Department of Forestry about their surplus equipment program which should come soon.

- G. Larry Eardley land donation/ shop lease: postponed
- H. McNeil Canyon station sites: borough land, Brian Kelly, Brian Howard

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Volunteer labor to raise kit building is not a problem with Mark Fowler in borough procurement. Volunteers must be insured. Mark also said KESA could purchase an existing building including one we would be leasing without having to comply with Title 36 provisions, as long as the lease agreement did not include the option to purchase.

I. Logo design: postponed

J. Meeting procedures: postponed

- 8. New Business:
- A. Brian Howard McNeil Canyon station location: Brian is willing to build to suit for a lease on his property one-half mile beyond McNeil Canyon School. He has power, phone, and level land. He will be gone for the next 6 weeks but will flag property.
- B. Fritz Creek Gamble water supply: Gambles have water rights on Fritz Creek and may be willing to develop for fire suppression. Abby Fuller is getting contact information.
- 9. Comments of the Audience: none
- 10. Board Comments, Announcements, Future Agenda Items
 June 21 meeting cancelled
 Nikiski chief Billy Harris: rural water supply, tanker shuttle
- 11. Date and Time of Next Meeting: Thursday, June 28, 7 p.m.

12. Adjournment: 10 p.m.

Approved June 28, 2001

Scott Cunningham, chair

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7 p.m., Thursday, June 28, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson
- 2. Roll call:

Present: Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold. Scott Cunningham joined meeting by teleconference during 7A.

Absent: none

Also present: Jeff Sinz, Colette Thompson, Tim Navarre, Dan Gregory, and 4 public

- 3. Public comment: none
- 4. Correspondence: Southern Region EMS Council property management agreements for two ambulances.
- 5. Approval of agenda: Johnson/Oakland unanimous as presented
- 6. Approval of minutes of 6/14/01 meeting: Oakland/Krumm unanimous as presented
- 7. Unfinished business:

A. Homer contract proposal: Jeff Sinz summarized the meeting with the city on July 26th. In attendance were Sinz, Colette Thompson, CES Chief Len Malmquist, Nikiski Assistant Chief Dan Gregory, Scott Cunningham, Ron Drathman, City Finance Director Dean Baugh, City Attorney Gordon Tans, and HVFD Chief Bob Painter. City rebuffed borough's efforts to compromise on cost of contract to maintain existing service. At the conclusion of the meeting, the cost of contract would remain 65/35 split of HVFD budget for 6 months, with no administrative fee and HVFD to provide EMS inclusive of reimbursable billing. HVFD to agree to work toward future service improvements within both city and KESA. Borough representatives made it clear there was no better deal to be made with the city if we want a contract. Jeff stated that the administration recommends accepting the proposal. Len Malmquist recommended accepting the proposal in a memo. Dan Gregory did not want to tell us to accept or reject, but said the contract would buy us time to get equipment and see how things go to be in a good position to continue negotiations in January. Colette said that July 1 is a goal to establish service because the borough would be open to liability for service then because tax revenues are available with the new fiscal year. Discussion about indemnification, physicals, proposed HVFD budget increase in 2002, using our equipment, and interest in moving toward unified service area. Board agreed that we do not want to jeopardize the existing level of service and that our survey results confirm satisfaction with HVFD with desire for improved service.

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Cunningham/Krumm to contract with the City of Homer for continued fire suppression and EMS as summarized in the memo of June 28, 2001, from Jeff Sinz and Colette Thompson to the KESA board members. YES: Cunningham, Krumm, Oakland, Griswold ABSTAIN: Johnson (conflict of interest)

B. Budget adjustments: The contract with the city leaves us \$90,908 to allocate in the first half of the year. Tentative budget recommendations:

\$15,000	first response EMS jump kits
8,000	equip two ambulances
5,000	match VFA grant for slip on units for pick up trucks
6,000	heated garage leases (6 months to be carried forward)
3,600	2 used AEDs
10,000	water tanks (3) delivery, site preparation
5,000	vehicle maintenance, repair, fuel
4,000	paint blazers
7,000	payment toward CAF brush truck (\$110, 750 new / \$50,000 used)
3,000	travel (to inspect equipment)
1,000	office supplies, telephone
<u>1,000</u>	utilities (heat for blazers)
\$68,600	TOTAL (leaving remainder in fund balance)

Mary will run this by Jeff Sinz. Board will consider and approve KESA revised budget on July 5 in preparation for borough assembly work session on July 9 and ordinance introduction on July 10. KESA amended budget approval by borough assembly anticipated on August 7.

- C. Job advertisement response/ next steps: Mary will write the 4 applicants to explain delay in hiring due to budget restraints and let them know they will receive first consideration when we are ready to hire.
- D. Dispatch update: state forestry repeaters: postponed
- E. Volunteer follow-up phone calls: form/update: postponed, but will contact those who expressed interest in siting equipment or stations.

F. Grants

Anchor Point ambulance acquisition/storage/paperwork: Pat to pick up soon now that approved by Southern Region EMS Council

Ninilchik ambulance storage/paperwork: postponed

FEPP blazers: Mary will contact Scott Christi and Ric Plate to expedite our request

Water tank cars: Mary will contact Scott Christi and Ric Plate to confirm our interest and intent to move them as soon as necessary

Special Olympics AEDs: Scott to arrange purchase of 2 for \$1800 ea.

Airforce surplus equipment DRMO: postponed

California contacts for surplus equipment and SCBA: Matt James, Brian Howard: postponed pending arrival of information

G. Larry Eardley land donation/ shop lease: Lee reported that the shop is on property adjacent to potential donation property and is for sale. We agreed that we do not want to put money into shop we may soon lose. We will concentrate on developing a McNeil site for present.

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- H. McNeil Canyon station sites: borough land, Brian Kelly, Brian Howard: road trip scheduled for next Thursday after convening at 7 p.m. at borough office to approve revised budget.
- I. Logo design: postponed
- J. Meeting procedures: postponed
- K. Gamble Fritz Creek water supply: Mary will contact Gambles who are in town for a week.
- 8. New Business: none
- 9. Comments of the audience:

Abigail Fuller (P.O. Box 2845, Homer 99603) is concerned about the 2nd six months' expense increase projected for HVFD. If these expenses benefit KESA then OK, otherwise the contract percentage should be less.

Bill Morse (P.O. Box 15211, Fritz Creek 99603) noted that paid staff in Homer doesn't necessarily improve service to the outlying area. Improved first response capability is much more important. Jump kits and fire extinguishers are much more effective farther from town.

10. Board comments, announcements, future agenda items:

Borough assembly work session Monday, July 9, 5 p.m. at Kachemak Community Center (not borough office as earlier reported)

KPEMS meeting on July 13, 10 am-12:30 p.m. by teleconference. Sue Hecks asks us to confirm participation asap.

We agreed by consensus we would like Billy Harris to advise us on rural water supply and specifically water tanks. As soon as we get confirmation on receiving water tanks we will contact him.

We agreed by consensus that it will be very important to encourage volunteer training in January whether KESA goes independent or continues to contract. We need more trained personnel in the outlying areas.

- 11. Date and time of next meeting: Thursday, July 5, 7 p.m.
- 12. Adjournment: 9:40 p.m.

Approved July 5, 2001

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7 p.m., Thursday, July 5, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by Lee Krumm
- 2. Roll call:

Present: Dennis Oakland, Lee Krumm, Mary Griswold Absent: Pat Johnson (excused), Scott Cunningham

Also present: none

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: Oakland/Krumm unanimous as presented
- 6. Approval of minutes of 6/28/01 meeting: Krumm/Oakland unanimous as presented
- 7. Unfinished business:
- A. Homer contract proposal update: Scott signed preliminary agreement; paperwork is in borough administration's hands
- B. Revised budget review and approval: Oakland/Krumm unanimous to approve amended 6 month budget of \$189,287 as presented by Mary after consultation with Jeff Sinz. Borough assembly will hold a work session on Monday, July 9th to review this proposal with us.
- C. Dispatch update: state forestry repeaters: State and HEA are reviewing their communication systems and opportunities for us may open up. Mary will track developments.
- D. Volunteer follow-up phone calls: form/update: postponed
- E. Grants

Anchor Point ambulance acquisition/storage/paperwork: Pat picked it up. Mary will do paperwork as soon as she gets it from Pat.

Ninilchik ambulance storage/paperwork: postponed

FEPP blazers: Ric Plate is following up with powers that be

Water tank cars: see blazers

Special Olympics AEDs: Scott to order

Airforce surplus equipment DRMO: postponed

California contacts for surplus equipment and SCBA: Matt James, Brian Howard: waiting for information

- F. Visit McNeil Canyon station sites: borough land, Brian Kelly, Brian Howard
- G. Gamble Fritz Creek water supply: Mary left several unreturned messages.
- H. Logo design: postponed
- I. Meeting procedures: postponed
- 8. New Business: none
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Borough assembly work session: Monday, July 9, 5 p.m., Kachemak Community Center
 Lee will be gone July 12 and 19
 KPEMSC teleconference meeting Friday, July 13, 10 a.m.-12:30 p.m. NEED TO

CONFIRM PARTICIPATION WITH SUE HECKS

Nikiski chief Billy Harris: rural water supply, tanker shuttle

- 11. Date and time of next meeting: July 19, 7 p.m.
- 12. Adjournment: 7:45 p.m. to road tour

Approved July 19, 2001

7 p.m., Thursday, July 19, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold Absent: Dennis Oakland, Lee Krumm (both excused) Also present: 2 public

3. Public comment:

Cris Rideout (P.O. Box 2430, Homer 99603) talked about Alaska Statute 29.45.050(h) that allows a municipality by ordinance to exempt land from a tax for fire protection service and fire protection facilities.

- 4. Correspondence: none
- 5. Approval of agenda: Cunningham/Johnson unanimous as presented.
- 6. Approval of minutes of July 5, 2001 meeting: Cunningham/Johnson unanimous as presented
- 7. Unfinished business:
- A. Homer contract: signed July 9; Homer City Council Ordinance 01-33 accepting and appropriating the \$106,277 contract will be introduced July 23 with public hearing and vote on August 13.
- B. Revised KESA budget: assembly to vote on August 7
- C. Grants

Anchor Point ambulance storage/paperwork: Pat to followup Ninilchik ambulance storage/paperwork: postponed until we can catch Sue Simmo FEPP blazers: note that paint is in revised budget contingency

Water tank cars: acquisition/possible forestry funding support: Ric Plate sent a le Palmer inquiring about status of our request.

Special Olympics AEDs: no longer available. Scott reported that there are mor friendly AEDs available that may be a better acquisition for us.

Ambulance supply funding: Doreen Risley at CHEMS has our request for ped ambulance supplies

Airforce surplus equipment DRMO: postponed

California contacts for surplus equipment and SCBA: Matt James, Brian Howard: postponed pending information

Mary will ask Drew Scalzi why we didn't get legislative funding and what we can do to promote funding next year.

- D. McNeil Canyon station sites: borough land, Brian Kelly, Brian Howard: recommendations: Road tour committee of Dennis, Lee, and Mary recommends the borough land under grazing lease as the best site for our first station. Tim Navarre seemed receptive when we discussed this with him before our budget work session on July 9. Pat will talk to lease-holder Tom Titjen about proceeding and possibly storing water tanks there in September.
- E. Logo design: postponed
- F. Meeting procedures: postponed
- New Business:
- A. KPEMSC meeting report: Scott attended meeting by teleconference. EMS regulation changes was the main topic discussed. Money is available for training and equipment which we could put to good use. Scott will talk to Sue Hecks about this.
- B. Establish working relationship with HVFD to meet our service enhancement objectives: Bob Painter is willing to help us integrate our priorities with HVFD operations. He asked for a list of our priorities for action in the next 6 months. By consensus we confirmed our priorities as follows:

To enhance EMS response:

Stock volunteer jump kits
Stock ambulances
Lease garages for ambulances
Acquire first response vehicles

To enhance fire suppression:

Build slip on units Acquire water tanks from Kulis airforce base Acquire CAF brush truck

Proceed with McNeil station design and land acquisition Encourage volunteer training and participation, especially in outlying areas

Scott will discuss with Bob Painter how to best implement the EMS priorities. How many jump kits, what to stock, possibility of acquiring HVFD surplus ambulance, stocking just one ambulance, what equipment is necessary, availability, and cost, advisability of proceeding with used or new EMS first response rigs, etc. Pat will talk to Bob about the condition of the two ambulances we have and how to proceed with incorporating one or both in system. Mary will follow up with water tank acquisition. Mary will let Bob know what we have discussed.

- C. Phone connection: can wait until we are ready
- D. Board election filing schedule: Filing period is August 1 to 15. Specifics to be discussed next week when borough clerk has information available.

E. LBC informational meeting July 31: LBC staff is interested in KESA developments. It would be helpful if KESA representative could schedule a meeting with them when they are available between noon and 10 p.m. at the Bidarka. Further discussion next week.

9. Comments of the audience: Vi Jerrel (P.O. Box 938, Homer 99603) encouraged people to attend LBC meeting.

Cris Rideout encouraged us to work toward a unified service area over time to best serve the entire area served.

Scott Cunningham, Thair

- 10. Board comments, announcements, future agenda items:
 August meeting schedule to be discussed next week
 Billy Harris: rural water supply
 Volunteer followup letter in fall
- 11. Date and time of next meeting: July 26, 7 p.m.
- 12. Adjournment: 8:15 p.m.

Approved July 26, 2001

KESA minutes July 19, 2001

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7 p.m., Thursday, July 26, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold

Absent: none

Also present: 2 public

- 3. Public comment: none
- 4. Correspondence: VFA grant approval; EMS training schedule
- 5. Approval of agenda: Oakland/Johnson unanimous as presented
- 6. Approval of minutes of July 19, 2001 meeting: Cunningham/Oakland unanimous as presented
- 7. Unfinished business:
- A. Working with HVFD to implement KESA priorities: Scott and Pat will talk to Bob Painter about EMS and fire equipment acquisitions soon so we can start ordering in September.
- B. Grants

Anchor Point ambulance storage/paperwork: paperwork in file; to be stored soon Ninilchik ambulance storage/paperwork: to be stored soon; paperwork waiting Simmonds return

Water tank cars: acquisition/possible forestry funding support: Mary e-mailed Gene Sawdon to assure him our interest has not flagged. Waiting for approval from state forestry.

Airforce surplus equipment DRMO: no further action to be taken at this time

California contacts for surplus equipment and SCBA: Matt James, Brian Howard: no further action to be taken until we get information

Legislative funding: Drew Scalzi told Mary through aide Loretta Marx that our request was not funded because we didn't have a sellable game plan at that time. The contract boosts us up a notch. We will get our request with backup support in early for next session and follow up on it.

VFA \$4960 award for slip on units: acceptance letter received and filled out tonight. Check will be forthcoming. We will go through borough process to accept and appropriate funds so we can get tanks built this winter, request pickup trucks, and be ready to deploy by spring.

FEMA representative called Scott to verify our budget and capability to provide 10% financial match for the pumper. No guarantees, but we've moved one step up the rung toward funding.

- C. McNeil Canyon station site/ tank storage: Dennis voiced his concern about paying Davis Bacon wages to build our own station instead of leasing. We agreed that we will do preliminary design, run through borough departments and price our options before committing to building or leasing. Lee will start on a design for us to consider.
- D. Municipal election filing: paperwork distributed
- E. LBC meeting July 31 to accept new information about developments affecting Homer's annexation proposal and to review and explain the process. Dennis, Pat, and Lee plan to attend. Pat will take a map showing our plans for station locations.
- F. Logo design: Scott noted that Samantha is willing to design logo with our ideas. Discussion about contest or asking for suggestions. Lee offered a sketch.
- G. Meeting procedures: we agreed that our meeting procedures reasonably follow Roberts Rules and are ok without further definition.
- 8. New Business:
- A. Meeting schedule for August, key, minutes, notice, agenda: Scott has the key; no meeting until September 6th unless a special meeting is desired and noticed.
- 9. Comments of the Audience:

Cris Rideout (P.O. Box 2430, Homer 99603) noted that rural villages received funding for trailer/sleds that may be appropriate for fire suppression and EMS in our outlying areas.

Vi Jerrel (P.O. Box 938, Homer 99603) noted that buildings need to be to borough specs and must meet needs of the service area. She encouraged people to attend the LBC teleconferenced meeting addressing regulation changes tomorrow morning.

10. Board Comments, Announcements, Future Agenda Items
Volunteer followup letter in fall
Nikiski chief Billy Harris: rural water supply, tanker shuttle
Mary will be gone until September 6th
Dennis will be gone three weeks in September

- 11. Date and time of next meeting: Thursday, September 6, 2001, 7 p.m. unless a meeting is called sooner.
- 12. Adjournment: 8 p.m.

Approved September 6, 2001

7 p.m., Thursday, September 6, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold

Absent: Lee Krumm, Dennis Oakland

Also present: 2 public

3. Public comment:

Cris Rideout (P.O. Box 2430, Homer 99603) asked about schedule for future contract negotiations with the city.

Vi Jerrel (P.O. Box 938, Homer 99603) noted that she attended the LBC meeting on July 31.

4. Correspondence:

FEMA grant award notification, VFA grant notification and paperwork, KPEMS membership and meeting notice: included on amended agenda

- 5. Approval of agenda: Cunningham/Johnson unanimous to approve as amended to add FEMA grant acceptance ordinance, AEDs, Pediatric ambulance equipment, and Meeting schedule under New Business.
- 6. Approval of minutes of July 26, 2001 meeting: by consensus as presented.
- 7. Unfinished business:

A. Working with HVFD to implement KESA priorities:

Scott will meet with Bob Painter tomorrow to discuss ambulance equipment and jump kits; Pat will work on the specs for the pumper

B. Grants

Anchor Point ambulance storage/paperwork: is stored inside at Lee Krumm's; Mary will prepare title paperwork

Ninilchik ambulance storage/paperwork: postponed

Water tank cars: acquisition/possible forestry funding support: Mary will track

VFA \$4960 award for slip on units- paperwork from Ric Plate: paperwork signed and in the mail; check should arrive soon.

Cunningham/Johnson Unanimous: To accept the VFA grant of \$4,960 and approve the expenditure of \$4,960 in required matching funds as appropriated in account 42410 for that purpose. Grant awards require borough acceptance and appropriation through ordinance before we can spend the money.

- C. McNeil Canyon station site/ tank storage: Mary will talk to borough departments about next step toward acquiring borough site west of McNeil Canyon; Pat will talk to Tietjen about exact property he is willing for us to use.
- D. Logo design: postponed

8. New Business:

A. FEMA grant acceptance ordinance/Pumper specs

Griswold/Cunningham Unanimous: To accept the FEMA vehicle grant of \$177,285 and approve expenditure of \$17,729 in required matching funds, to be transferred from accounts 43812, 47446, and 49999 subject to borough finance department approval. Grant awards require borough acceptance and appropriation through ordinance before we can spend the money. Bonnie Golden will draft ordinance and supporting documentation for September 18 borough assembly meeting in Homer. Pat will work on the specs.

- B. Cooperative agreement with State Forestry: Approved by consensus the draft Ric Plate sent.
- C. AEDs: Scott has information on Survival Link AEDs at a list price of \$3595 and possible discounts. We budgeted \$3600 for two used AEDs which are no longer available. Scott will talk to Bob Painter and Dr. Bell to identify and price out our ambulance and EMS jump kit equipment needs to decide how to best spend the allocated funds, including \$20,000 for ambulance equipment, \$15,000 for jump kits, and \$3,600 for AEDs.
- D. Pediatric equipment: Bob Painter got us \$1,263 worth of pediatric ambulance equipment from the state through a request to Doreen Risley. We appreciate his help with this request.
- E. Meeting schedule: By consensus we agreed to meet twice a month, starting after next week's meeting, instead of every week as long as we can keep up with all the work in front of us.
- 9. Comments of the audience:

Cris corrected last meeting's minutes regarding trailer/sleds. They are being built by Native village corporations and grant funding may be available to purchase them. He will check for more information when he goes to Anchorage next week.

Vi Jerrel is pleased we are getting equipment and grants and said that Dan Bockhorst appreciated receiving information about KESA at the LBC meeting on July 31st.

10. Board comments, announcements, future agenda items:

KPEMS meeting in Soldotna on September 14

Garage lease for ambulance: time to look for space beyond Shoreline Golf Course Volunteer followup letter in fall

Nikiski chief Billy Harris: rural water supply, tanker shuttle

- 11. Date and time of next meeting: Thursday, July 13, 2001 at 7 p.m.
- 12. Adjournment: 8:35 p.m.

Approved September 13, 2001

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7 p.m., Thursday, September 13, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham.
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold

Absent: Dennis Oakland, Lee Krumm

Also present: none

- 3. Public comment: none
- 4. Correspondence: State fire marshal registration certificate; sprinkler modification packet
- 5. Approval of agenda: Cunningham/Johnson Unanimous
- 6. Approval of minutes of September 6, 2001 meeting: Cunningham/Johnson Unanimous
- 7. Unfinished business:
- A. Ambulance equipment inventory and cost: Scott talked to Bob Painter and to Sue Hecks to identify what supplies may be available to us; advised to set up an account at hospital for consumables; we will be prepared to order after all FEMA grants are awarded.
- B. AEDs/EMS jump kits inventory and cost: Scott discussed with Bob Painter and agreed that backpacks will be easier for volunteers to carry inside to protect from freezing, identified volunteers appropriate to take jump kits. Will order with ambulance equipment.
- C. Pumper specs: Pat has information coming and will talk to HEA about appropriate chassis and to Bob Painter about available rigs. FEMA pumper grant to be introduced at borough assembly meeting on September 18, public hearing and vote scheduled for October 23.
- D. Anchor Point ambulance paperwork: postponed
- E. Ninilchik ambulance storage/paperwork: postponed
- F. Water tank cars: acquisition/ storage/possible forestry funding support: postponed pending response from Ric Plate.
- G. VFA grant: skid units, to be introduced at September 18 assembly meeting. Mary has tank specs, question whether we want a larger pump than 5.5 high pressure Honda as specified in grant. Pat will research options; Mary will research prices.

- H. McNeil Canyon station site/design: Approved by consensus a letter to Borough Planner Bob Bright requesting acquisition of 4 acres at intersection of Ashwood Avenue and East End Road at mile 11.75. Tom Tietjen signed a letter of support to amend his grazing lease to accommodate this station site. Mary will deliver to borough and find out next steps.
- I. State forestry cooperative agreement: CES Chief Malmquist clarified approval procedures. We sign, forestry signs, assembly approves, borough mayor signs to make official. Mary forwarded procedures to Ric Plate and asked Colette Thompson to help us get an agreement in place so we can receive FEPP trucks and railroad tanks.
- J. Logo design postponed
- 8. New Business:

A. Garage lease west of Shoreline Golf Course: Approved by consensus a request for proposals to lease a garage along East End Road preferable between Mile 8 and 15, with interior space of at least 12 ft. x 24 ft. x 10 ft. high, a 10 ft. x 10 ft. overhead door, insulated and heated to at least 45 degrees, in good condition, easily accessed, snow removal negotiable, and a one-year lease with option to renew for up to four additional one year periods, to be available by December 1, 2001. We could lease an existing building of one built to suit. Mary will discuss steps to proceed with Mark Fowler (borough procurement officer).

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

 Scott reported that he is willing to donate 2 10,000-gallon tanks for water storage next spring.

 HVFD will offer an EMT 1 course starting in January, MWF 6-10 p.m. until early April. Scott mentioned several Voznesenka residents expressed interest. We will encourage outlying residents to participate when registration opens in a couple weeks.

KPEMS meeting tomorrow is cancelled.

Mary will go to borough finance training tomorrow in Soldotna.

Billy Harris: rural water supply, tanker shuttle (future agenda item)

- 11. Date and time of next meeting: Thursday, September 27, 2001
- 12. Adjournment: 8:00 p.m.

Approved September 27, 2001

7 p.m., Thursday, September 27, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Dennis Oakland, Pat Johnson, Lee Krumm, Mary Griswold

Absent: none

Also present: 1 public

- 3. Public comment: none
- 4. Correspondence: FEMA firefighting equipment grant denial; Kenai Peninsula chief's membership notice
- 5. Approval of agenda: approved by consensus
- 6. Approval of minutes of September 13, 2001 meeting: approved by consensus
- 7. Unfinished business:
- A. Ambulance equipment inventory and cost: Scott and Mary will meet with Bob Painter next week to prepare list for board approval at next meeting. Sue Hecks is working toward getting us a new ambulance through Code Blue.
- B. AEDs/ EMS jump kits inventory and cost: see above
- C. Pumper specs: Pat is waiting on International chassis specs
- D. Anchor Point ambulance paperwork: done
- E. Ninilchik ambulance storage/paperwork: Pat is contacting Beckers for storage; Mary is contacting Sue Simonds for title.
- F. Water tank cars: acquisition/ storage/possible forestry funding support: Kulis wants tanks moved; we need signed cooperative agreement before forestry can release; Mary is tracking and will prepare request for proposals to move them so we will be ready.
- G. VFA grant; slip on units: Pat discussed Honda pump size with Scott Elmer and we agreed by consensus to go with 5.5 hp. Mary is getting prices so we will be ready to order when grant is approved by assembly October 23.

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- H. McNeil Canyon station site/design: Borough planning director Bob Bright approved proceeding with reclassification of 4 acres on Ashwood Avenue, a 3-4 month process. Milli Martin will help expedite process. Roger Imhoff will survey at no charge. Mary will track progress. Pat will meet with Tom Tietjen to describe lot. We would prefer a square lot to a rectangular one. We'd like to do dirt work soon to be ready to use next season and build when funding is available. Mary will contact Robert Purcell about his station design.
- I. Garage lease west of Shoreline Golf Course: Mark Fowler has approved our proposal for requesting space. Mary will submit ads to local newspapers and prepare proposal packets. Pat will investigate likely locations for personal contact.
- J. State forestry cooperative agreement: Mary has asked Colette Thompson to review the draft agreement as soon as possible. State forester Ric Plate is out of state until October 8 but will pursue via internet.

K. Logo design: postponed

- 8. New Business: none
- 9. Comments of the audience:

Vi Jerrel (P.O. Box 938 Homer, AK 99603) asked when the ambulance will be parked in Beckers' garage, promotes a 13-member assembly for better representation, thanks Dennis Oakland for serving so well on the KESA board, and wants the Homer annexation petition thrown out, noting that she will fight it in the legislature if necessary.

10. Board comments, announcements, future agenda items:
Dennis enjoyed serving on the board and looks forward to seeing red fire trucks on Diamond Ridge Road.

Lee will be gone the month of October.

KPEMS annual meeting will be October 12, 10 a.m. at the borough building in Soldotna.

- 11. Date and time of next meeting: Thursday, October 11, 2001, 7 p.m.
- 12. Adjournment: 8 p.m.

Approved October 11, 2001

Soott Cunningham

7 p.m., Thursday, October 11, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Mary Griswold

Absent: Lee Krumm (excused)

Also present: 3 public

3. Public comment:

Vi Jerrell (P.O. Box 938, Homer 99603) is pleased to see the progress with service area development and congratulates the board members on their election.

- 4. Correspondence: Code Blue grant application
- 5. Approval of agenda: approved by consensus with the addition of Code Blue grant as item 8 C.
- 6. Approval of minutes of September 27, 2001 meeting: by consensus as presented.

The new board was recognized and existing officers will continue to serve as approved by consensus: Scott Cunningham, chair; Pat Johnson, vice-chair; and Mary Griswold, secretary.

- 7. Unfinished business:
- A. Ambulance equipment inventory and cost: postponed. Scott will discuss with Bob Painter tomorrow.
- B. AEDs/EMS jump kits inventory and cost: postponed as above.
- C. Pumper specs: Pat continues to research and has information from Bob Painter
- D. Ninilchik ambulance storage/paperwork: title sent to borough for transfer; Beckers' garage will be available at end of this month.
- E. Water tank cars: acquisition/ storage/possible forestry funding support: Johnson/Cunningham unanimous to contract with Kar-A-Van Transfer to haul the three railroad tanks from Kulis Airforce Base to Homer for \$700 plus permits each. This expense has been allocated in 212-51810-43011. Scott will seek confirmation of airport short-term storage site. Mary will research offload cranes and alternative storage sites.
- F. VFA grant/skid units: Marge will research reel specs. We will order reel and 5.5 hp pump after next meeting, pending borough approval of our grant, in preparation for pricing tanks.

G. McNeil Canyon station site/design: Roger Imhoff will look at site on Monday to begin preparation of property description necessary for reclassification process. We will add the sliver of borough property between this parcel and East End Road to provide direct access to the main road. DOT driveway permits are required. Jeff Sinz cautioned that we may not get this property free. He will consult with Colette Thompson.

We will discuss station design next meeting. Jeff Sinz recommends soliciting RFPs for a conceptual design including square footage, space allocation, and rough cost estimates. This information will be helpful to promote project to constituents, assembly, and grant sources.

- H. Garage lease east of Shoreline Golf Course: Mary delivered a packet to a home near Greer Road at the suggestion of an anonymous caller and faxed request to Nazary Basargin. No qualifying garages to date. Marge will research possible sites next week.
- I. State forestry cooperative agreement: under review by assistant borough attorney
- J. Logo design: postponed
- 8. New Business:
- A. Engine 2 pumper from HVFD Member Association: Gary Thomas, on behalf of the association offered KESA its 1971 pumper for \$1000. It needs some work to get back into shape, but continued maintenance should prove reasonable. Scott will discuss with Bob Painter his willingness to incorporate into HVFD response. We will make a decision at next week's meeting.
- B. Co-sponsoring upcoming HVFD EMT-1 class: Bob Painter by e-mail requested us to co-sponsor upcoming EMT-1 class in promotional advertising. Questions arose about priority seating for city residents in classes and who sits on recruit evaluation committee. Scott will discuss details with Bob tomorrow.
- C. Code Blue grant application: Due December 15 for EMS supplies and equipment. Scott notes that Sue Hecks recommended our applying for a new ambulance. Scott will discuss with her tomorrow.
- 9. Comments of the audience:

Vi Jerrel asked about plans for station development in Diamond Ridge area. Beckers' radio station, the Alascom site, and private property in this vicinity were suggested for research.

10. Board comments, announcements, future agenda items:

KPEMS Council meeting tomorrow at 10 a.m. at borough building in Soldotna: Scott to attend

Volunteer letter to promote training participation Nikiski chief: rural water supply, tanker shuttle

- 11. Date and time of next meeting: Thursday, October 25, 7 p.m.
- 12. Adjournment: 8:45 p.m.

Approved October 25, 2001

Will Scott Cunningham, chair

KESA minutes 10/11/01

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7 p.m., Thursday, October 25, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 8 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Mary Griswold

Absent: Lee Krumm (excused)

Also present: 4 public

- 3. Public comment: none
- 4. Correspondence: KPEMS manikin grant info
- 5. Approval of agenda: approved by consensus with the addition of Manikin Grant as 8E.
- 6. Approval of minutes of 10/11/01 meeting: approved by consensus as presented.
- 7. Unfinished business:
- A. Ambulance equipment inventory and cost: Requests for bids sent to 4 suppliers
- B. AEDs/ EMS jump kits inventory and cost: postponed until ambulance is stocked
- C. Pumper specs: Pat, Marge, and Mary will meet on 10/31 to put description together
- D. Ninilchik ambulance storage: will be ready at end of month
- E. Water tank cars: are delivered to Homer at cost of \$2560.56. Motion to transfer \$160.56 from contingency to contract services to cover over-run approved by consensus. Pat will check tank openings to recommend how we can secure them from entry.
- F. VFA grant/skid units: Mary will order pumps and reels and prepare rfp for tank construction.
- G. McNeil Canyon station site/design: by consensus approved allocating up to \$5000 for a geotechnical report with \$1,000 to be transferred from personnel, \$1,500 from transportation, \$1,500 from and rents and \$1,500 from contingency to contract services. We will not order the report until we are further along in the land reclassification process. We approved Roger Imhoff's preliminary plat of the site. Pat will ask Tietjen's approval, upon which we shall submit to Roy Dudley to move toward reclassification.

Discussion about station design centered around what size and how finished a structure we need and can afford on this site. No decisions reached.

H. Garage lease east of Shoreline Golf Course: One proposal for space just west of Greer Road received by hand delivery last week and one for space at Mile 22 presented tonight at meeting. Decision postponed until next meeting. Mary will contact Greer Road prospect to discuss cost and space. Mile 22 proposer will provide a price next week.

- I. Engine 2 pumper from HVFD Member Association: Johnson/Tillion motion to purchase the vehicle for \$1000 approved unanimously. Pat will move the engine to his house. The pressure relief valve must be replaced before we can put it in service. HVFD agrees to use it provided it will pass a pump test. We will station it in outlying area as first response believing that a small amount of water right away can keep a small fire from growing into a big one until larger apparatus arrive.
- J. Co-sponsoring upcoming HVFD EMT-1 class: approved by consensus
- K. Code Blue request: approved by consensus to ask for an ambulance similar to HVFD's. Mary will get specs from Bob Painter.
- L. State forestry cooperative agreement: postponed
- M. Logo design: postponed
- 8. New Business:
- A. Sign oaths of office: done except for Lee Krumm
- B. Diamond Ridge station/tank sites: we will look for one tank site along the flat portion of Diamond Ridge Road and one on Skyline Drive, perhaps by Ohlson Mountain Road intersection. Gary Thomas will contact a Diamond Ridge prospect. Mary will label ownership on Diamond Ridge assessor's map.
- C. KPEMS Council meeting report: Scott reported that there may be grant money available for training and other projects. He will track with Jan Henry and Sue Hecks.
- D. LBC Preliminary Report on Homer's annexation proposal comments: Under current DCED recommendation KESA would lose 3.04 square miles and about \$88,000.
- E. Manikin grant: Scott will submit paperwork
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: Thursday, November 8, 2001
- 12. Adjournment: 9:50 p.m.

Approved 11/08/01

Pat Johnson, vice-chair

7 p.m., Thursday, November 8, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion, Mary Griswold

Absent: Scott Cunningham (excused)

Also present: Milli Martin, Dean Ravin, Troy Matveev

- 3. Public comment: Assembly member Milli Martin (P.O. Box 2652, Homer 99603) expressed her willingness to sponsor our budget revision ordinance.
- 4. Correspondence: none
- 5. Approval of agenda: approved by consensus after moving 8A and introduction of 7H ahead of 7A.
- 6. Approval of minutes of October 25, 2001 meeting: Tillion/Johnson unanimous as presented.
- 7. Unfinished business:
- A. Ambulance equipment inventory and cost

Equipment bids: waiting on one bid to arrive

New tires: agreed by consensus that the ambulance should have good tires; estimate \$600 at \$100 ea. for 6. Pat will research.

Ambulance inspection/repair: approved by consensus that Pat will ask Jan at Public Works if we may schedule an appointment for inspection. After reviewing inspection report (if approved to be done by PW), we will decide what to repair and who to do it.

- B. AEDs/ EMS jump kits inventory and cost: items are the same as those being bid on the ambulance list. We will coordinate purchase with ambulance supplies.
- C. Pumper specs: are almost ready for review and distribution.
- D. Ninilchik ambulance storage: Pat will check with Beckers this weekend.
- E. Water tank cars: security/ future location/ forestry funding support: Pat confirmed that tanks are secure. Pat will look at sites on Diamond Ridge as marked on assessors maps. Mary is tracking forestry funding possibilities.

F. VFA grant/ skid units:

Confirm tank configuration so we can solicit bids: Marge will bring pictures next week. Scott Christi pick up trucks: loaners may be available until they can refurbish permanent trucks. Mary will confirm that we are willing to take surplus trucks as they are, but loaners would also be acceptable as long as we have wheels before spring.

G. McNeil Canyon station site/design

Site approval: Roger Imhoff completed plat, Mary sent to Roy Dudley and will track its progress through reclassification.

Station design: After general discussion we agreed by consensus that McNeil station should be a no-frills basic facility to house a pumper, fast-attack engine, ambulance, and pickup-size brush truck, with four overhead doors, bathrooms, water and septic system. We agreed that it is economical to cover without finishing some room for expansion. We will decide size by mid-December.

H. Garage lease east of Shoreline Golf Course: Dean Ravin (P.O. Box 1623, Homer 99603) presented his proposal to rent 288 square feet (12 x 24) in his garage on Kilcher Road at Mile 10.2 East End Road. Troy Matveev brought pictures of his shop nearing completion at Voznesenka. After filling out the evaluation form as provided in the request for proposals, by consensus we approved renting Dean Ravin's garage on Kilcher road. Jack Allen's Greer Road location is good, but the cost is too much and he cannot rent us less space than offered. Troy Matveev's shop bay is ideal, but it is too far from area EMTs to make an effective ambulance site. This is a good site for a brush truck. Dean Ravin's garage is in an excellent central location and the rent is the lowest. Six HVFD volunteers live in the vicinity of Kilcher Road. The garage itself is not ideal because the ambulance will have to park nose in due to a low structural beam toward the rear of the space. Ravin will have the garage ready for occupancy within 4 weeks of signing a one-year rental agreement. He will use the signed rental agreement to borrow money to complete the renovations. He requests a list of people authorized to enter the garage and a signup sheet for people to fill out after they use the garage. We agreed to these requests.

- I. Engine 2 pumper from HVFD Member Association: moved to Pat Johnson's door yard.
- J. Code Blue request for a new ambulance was submitted November 1.
- K. Manikin grant was submitted October 26.
- L. State forestry cooperative agreement is in progress
- M. Logo design: postponed

8. New Business:

A. 2nd half budget preparation for borough assembly introduction on Nov 20

Jeff Sinz and Colette Thompson called in from Soldotna to outline the budget process. We will meet with them at 11 a.m. on Thursday, November 15th to prepare to negotiate a second six-month contract with Ron Drathman at 1 p.m. We will discuss contract issues beyond the dollar amount. After we arrive at a contract fee, we will plug in other line items to have our budget revision ready for introduction at the November 20 assembly meeting. Vote scheduled for December 11th.

B. State funding proposals: Capital improvement projects are due to the borough by November 29th. After discussion we agreed that our first priority is an F-550 brush truck. Mary will meet

with Drew Scalzi next week to discuss how to best promote our needs: whether to ask for one or more than one need. We may want to list additional items to keep options open for other funding sources.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: KPEMS Council meeting 11/16/01 in Soldotna
- 11. Date and time of next meeting: Thursday, November 15, 7 p.m.
- 12. Adjournment: 10:15 p.m.

Approved November 15, 2001

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7 p.m., Thursday, November 15, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson
- 2. Roll call:

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Present: Scott Cunningham (arrived shortly), Pat Johnson, Lee Krumm, Marge Tillion, Mary Griswold

Absent: none

Also present: none

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: approved as later amended to include training opportunity as 8A.
- 6. Approval of minutes of November 8, 2001meeting: Krumm/Cunningham unanimous as presented.

7. Unfinished business:

A. 2nd half budget preparation for borough assembly introduction on Nov 20:

The Homer contract negotiation session scheduled for today was cancelled because the city did not adopt its budget as anticipated on November 13th. Drathman anticipates knowing the HVFD budget after the council work session on December 3. Our approved proposed 2nd half FY02 budget adjustments for assembly consideration include \$123,492 for this contract with the assumption that our fee will be 33% of the approved HVFD budget, and with the further assumption that this fee will be reduced by a \$5,160 credit for overpayment for the first contract. Other adjustments approved by consensus include \$27,000 for water tank placement; \$5,000 for a geotechnical report on the McNeil Canyon station site; \$7,500 for a conceptual station design; \$30,000 to capital projects; and \$1,000 for training for a total of \$192,992 in expenditures, leaving \$11,991 in fund balance.

As a board we are concerned that the city considers us in 3 violations of our contract. We hope that they will notify us and give us an opportunity to address these issues.

Mary summarized her conversation with Kevin Koechlein, Mat-Su Director of Public Safety who oversees 7 service areas, one of which contracts for service with the city of Palmer. We will research options for a long-term agreement with Homer.

B. Ambulance equipment inventory and cost

Equipment bids are in for a total of about \$14,000 excluding new gurney. By consensus we agreed that Scott will review with Mary after meeting and we will complete orders.

New tires will cost \$645. We have the PO for Peninsula Tire, but will wait until after the ambulance is inspected to purchase the new tires.

Ambulance inspection/repair: Pat will schedule at Homer Public Works if acceptable to city, elsewhere if not, as soon as possible.

C. AEDs/ EMS jump kits inventory and cost: to be combined with ambulance supply orders. Scott to verify AED cost.

- D. Pumper specs: Pat, Marge, and Mary will meet with Robert Purcell on Monday to review our specs. We agreed that we want a small engine as used in Nevada and described by Marge. She will research chassis type and wheel base length in time for Monday meeting. Agreed by consensus that the paint color will be yellow because this is a reasonably visible color in poor lighting conditions. A stripe of another color is optional.
- E. State funding proposals: approved by consensus to request fast attack F550 at \$180,000 as priority 1 and a fire station at \$500,000 plus local match of \$250,000 as second priority. Mary will submit to borough for the Legislative Priority book.
- F. Betty inspection/repair: postponed until spring
- G. Water tank cars: future location/ forestry funding support: postponed
- H. VFA grant/ skid units:

Confirmed by consensus that tank outlet will be on bottom with pump and reel behind tank. Mary will prepare and deliver requests for proposals to local aluminum welders.

Scott reported that the Alaska Tribal Health Consortium may have surplus pickup trucks available that would be suitable for our slip on units. Marge will verify our local Native population to see if we qualify.

I. McNeil Canyon station site/design

Site approval is in process.

Station design: Mary presented a sketch of a 64 x 64 station suitable for McNeil canyon site for board consideration, to be pursued at a later date. (Size to be decided by mid December)

- J. Garage lease east of Shoreline Golf Course: approved with amendments by consensus the assembly resolution requesting approval for the garage lease on Kilcher Road. Resolution to be introduced on November 20 and voted on at the December 11 meeting. Lease will begin on January 8 to allow lessor previously agreed upon time to renovate garage for our purposes.
- K. Ninilchik ambulance storage: postponed
- L. State forestry cooperative agreement: postponed
- M. Logo design: postponed
- 8. New Business:

A. Training opportunity in CA: Pat proposed that we split cost with HVFD and Homer Public Works of a week training covering air brakes, air breathing compressors, foam systems and CAF. We agreed in concept. He will provide additional information.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

 KPEMS Council meeting tomorrow. Scott Elmer will represent us.

 Lee will be gone until December 11.
- 11. Date and time of next meeting: Thursday, November 29, 2001, 7 p.m.
- 12. Adjournment: 9:45 p.m.

Approved November 29, 200

7 p.m., Thursday, November 29, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Mary Griswold

Absent: Lee Krumm (excused), Marge Tillion

Also present: 1 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: as presented by consensus
- 6. Approval of minutes of November 15, 2001 meeting: as written by consensus

7. Unfinished business:

A. City contract:

We discussed the contract between Palmer and the Greater Palmer Fire Service Area in terms of modifying our upcoming contract and preparing a longer term contract with Homer. We will make decisions next week. Colette clarified, in a conversation with Mary this afternoon, the two types of contract approaches commonly used by the borough. One is to set a fee for services provided. Other is to specify what money is to provide and if not spent, borough doesn't pay. We are now under the first type.

We discussed hiring a consultant to help negotiate the contract to begin in July and decided to start by representing ourselves. We agreed that we will begin the next round of negotiations early next year and may continue short-term contracts instead of longer-term agreements until we have more apparatus and equipment in place.

B. Ambulance:

Gurney, Monitor: are two important items still to address. Sue Hecks has not found any Model 35-A gurneys yet, but some may be available soon. We will use the Model 29 in the interim. Scott will check with Bob Painter tomorrow about combination of AEDs and LifPak 10's.

Equipment bids: Snag on the EMP order in that they do not pay shipping to AK as understood when Mary sent PO. Mary will ask Lee if he can arrange ferry transport from Seattle. If not, Mary will re-do orders to get best prices.

Ambulance inspection/repair: Pat to find out on Monday if Public Works will do it; if not he will make other arrangements.

New tires: postponed until after inspection C. Jump kit AEDs: Scott will research models. We may purchase a combination of LifPak 10s and AEDs. Decision next week. D. Pumper specs:

rfp vs bid: Mary and Pat met with Robert Purcell on November 19 to discuss pumper specs. Robert recommended using a request for proposals instead of a bid process to take advantage of manufacturers' expertise to design a vehicle to meet our needs. Jeff Sinz prefers bid process for vehicles. Len Malmquist insures quality by requiring bidders to meet strict qualifications. He recommended eight preferred apparatus manufacturers, who Mary contacted for preliminary proposals based on our minimum criteria. We will decide whether we want to pursue rfp after we get proposals.

Who will be our "expert"?: Borough process requires that each proposer question be addressed in writing to the purchasing manager who forwards them to our "expert" and then sends answers to all proposers. Robert Purcell offered to contract to head our acquisition committee and field questions. We decided by consensus that our first choice would be to have HVFD representative serve on the committee and be co-expert with Pat. HVFD must approve apparatus before accepting it into system so it is in both entities' interest to have them participate in its acquisition. Scott will check with HVFD tomorrow to see if Bob Painter or Scott Elmer would be willing to head committee.

E. Water tank cars: future location/ forestry funding support: postponed

F. Skid units:

Tribal Health Consortium pickup trucks: postponed

Tank quotes due December 15

G. McNeil Canyon station site/design

Site approval: postponed pending Max Best's research and approval. Kachemak Bay Advisory Planning Commission and Borough Planning Commission are next stops.

Station design: postponed pending Rob Robson's thoughts on preliminary design

H. Kilcher Road garage lease: assembly vote Dec 11

I. CA training program: will cost us \$700-800 of total \$2100-\$2400 shared with HVFD and Public Works to send Pat to school in April to cover Wateress pumps, bid specs, and CAF. Decision next week because preferred classes fill up early.

- J. Ninilchik ambulance storage: postponed
- K. State forestry cooperative agreement: postponed
- L. Betty inspection/repair: postponed until spring
- M. Logo design: postponed
- 8. New Business: none
- 9. Comments of the audience:

Gary Mayforth (P.O. Box 3514 Homer 99603) recommended Bill Morse as a good resource for fire truck design and contract negotiations.

- 10. Board comments, announcements, future agenda items: Lee will be gone until Dec. 11
- 11. Date and time of next meeting: Thursday, December 6, 2001, 7 p.m.
- 12. Adjournment: 8:40 p.m.

Approved December 6, 2001

7 p.m., Thursday, December 6, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Mary Griswold

Absent: Lee Krumm (excused)

Also present: none

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with addition of Chena tanker as 8.A.
- 6. Approval of minutes of 11/29/01 meeting: by consensus as presented
- 7. Unfinished business:

A. City contract:

Jeff Sinz attended by teleconference to discuss interim contract with Homer for six months beginning in January, 2002. Cunningham/Griswold to ratify the interim agreement as presented contingent upon city approval of its proposed fire department budget. 3 yes, 1 absent, 1 abstain (Pat Johnson, conflict of interest).

B. Ambulance:

Monitor: Cunningham/Johnson to purchase 3 LifePak 10Cs and 2 Survival Link AEDs at a cost not to exceed \$23,000. Unanimous. This will stock the ambulance and place one AED and one LifePak 10 in each side of our service area.

Equipment bids: EMP order waiting confirmation from Lee that we can get it shipped to Homer courtesy of the Alaska Ferry System.

Ambulance inspection/repair: is scheduled for next Wednesday at Homer Public Works New tires: postponed pending inspection

- C. Jump kit AEDs: included with monitors above.
- D. Pumper specs: Pat and Mary met with Scott Elmer after Scott C asked if he were willing to act as our expert contact for questions from prospective bidders. We will put together description soon.
- E. Water tank cars: future location/ forestry funding support: no news

F. Skid units:

Tribal Health Consortium pickup trucks: Marge reports that according to Crystal Collier in Seldovia there are 450 Natives in the greater Homer area with an additional 100 in Seldovia. Scott will pursue pick up trucks. Scott Christi has a GMC diesel 3500 truck we may be interested in. Mary will get more information.

Tank quotes due December 15: we will make decision on Dec. 20th

KESA minutes 12/06/01

G. McNeil Canyon station site/design

Site approval: delayed in borough planning department Station design: delayed pending Rob Robson's return from vacation

H. Kilcher Road garage lease: assembly vote Dec 11

- I. CA training program: Cunningham/Tillion to appropriate up to \$800 to send Pat Johnson to California training in CAFS, Waterous pumps, and bid specs. 3 yes, 1 abstain (Pat Johnson) This cost of this training will be split among KESA, HVFD, and City of Homer Public Works.
- J. Ninilchik ambulance storage: postponed
- K. State forestry cooperative agreement: postponed
- L. Betty inspection/repair: postponed until spring
- M. Logo design: postponed
- 8. New Business:
- A. Chena Goldstream Fire and Rescue will surplus a 1975 6 x 6, 2000 gallon tanker. They are inviting letters of interest for this tanker at a cost of \$1. Approved by consensus to send a letter because this tanker would fill an important niche in our fire suppression capabilities, especially appropriate to locate near the Russian villages at end of East End Road.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: December 20, 2001, 7 p.m.
- 12. Adjournment: Meeting was recessed to 6 p.m. Monday, December 10, if necessary to consider City's amendments to proposed interim agreement.

Meeting reconvened at 6:10 p.m., Monday, December 10 with Scott Cunningham, Marge Tillion and Mary Griswold present; Lee Krumm and Pat Johnson excused. Colette Thompson and Jeff Sinz discussed their conversations with Ron Drathman via teleconference from Soldotna. Two issues remain regarding the new contract: the amount of the credit for the first half overpayment and appropriate action if the two staff positions remain vacant for a significant period of time. By consensus we resolved that:

- 1. Correct math supports the \$5,160 credit, which we firmly believe to be what is due us; however, we will not obstruct the contract by insisting on the \$304 difference if Jeff and Colette cannot convince Drathman to agree, and
- 2. We leave it to Jeff and Colette to iron out language regarding staff positions. We previously discussed this issue and while we felt it reasonable to address the issue of vacant positions, we understood that we were agreeing to pay a fee for service and how that was provided was up to the city.

Jeff and Colette will try to come to agreement with Drathman in hopes that he will present the contract for approval at this evening's City Council meeting.

Adjournment: 6:32 p.m.

Approved December 20, 2001

7 p.m., Thursday, December 20, 2001 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion (late), Mary Griswold

Absent: none

Also present: none

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of December 6, 2001 meeting: by consensus as presented

7. Unfinished business:

A. City contract: Colette Thompson participated in a discussion of the contract negotiations via teleconference. The Homer City Council did not discuss the new interim contract at its December 10th meeting as we had hoped. The borough assembly authorized Mayor Bagley to execute the contract at its December 11th meeting. Colette summarized changes Drathman made to the interim contract and said that he will not agree to the reporting requirements we proposed. We contend that we need more than the activity reports to plan for our future, for accountability, and for grant documentation. We discussed the particular information we need and concluded that we would be satisfied with copies of the HVFD Run Log for KESA incidents plus the dispatch times and call outcome including transport or non-transport for EMS calls and active fire fought or not fought for fire calls. Colette will pursue our requested language with Ron Drathman.

By consensus, we authorized Chair Scott Cunningham to sign the interim agreement with the City of Homer as negotiated by Colette Thompson if it is completed before our next board meeting.

Mary met with assembly member Chris Moss on Monday to discuss assembly longer term expectations for KESA. He thinks we are on track and supports early meetings with the city to discuss long-range plans. He also suggested a short mid-year presentation to the assembly, probably at a committee meeting recommended by assembly president, to update them on our progress.

B. Ambulance:

Radio: Johnson/Cunningham unanimous to purchase a Kenwood TK790 dual head 110 watt VHF radio for the ambulance at a cost of \$1927.50. This radio was recommended by

HVFD Chief Robert Painter because it can be keyed from both the cab and the box of the ambulance. A similar model from Motorola has electrical problems.

Oxygen bottles: Mary will check with South Peninsula Hospital to purchase 1 steel, 56 to 58-inch bottle and 3 steel 16-inch x 4-inch diameter bottles for the ambulance. Scott will check with Bob Painter about jump kit bottles, whether we should have aluminum or steel and how many are necessary for 4 jump kits.

Monitor is on order from Medical Repair Center

Equipment bids: are being processed

Ambulance inspection/repair: Pat reports the ambulance is mechanically sound, but has some electrical problems (flashing lights and inverter) which he is process of fixing at Public Works. He put in two new batteries.

New tires are on the ambulance

- C. Jump kits: SurvivaLink AEDs are here, complete with backpacks, adaptors and trainer
- D. Pumper specs: committee will meet next week to process the preliminary specs we have received from apparatus manufacturers to get bid out early next year
- E. Water tank cars: future location/ forestry funding support: Ric Plate is investigating

F. Skid units:

Tribal Health Consortium pickup trucks: Scott reported the Native population statistics, Tribal Consortium is evaluating our request.

Tank quotes due December 15: We received price estimates from Fritz Creek Welding (\$1500 each) and Bay Welding Services (\$2280 for two units). Cunningham/Krumm unanimous to purchase the tank and skid unit assembly from Bay Welding Services. Both are very reputable aluminum welders so we chose the lower price.

Other supplies: approved by consensus to purchase rubber hose, forestry hose, 2 Stihl chain saws, 2 portable radios and 2 mobile radios. Mary and Marge will review hose suppliers.

G. McNeil Canyon station site/design

KBAPC considered DOT McNeil sand pile site lastThursday. Someone suggested joint use with KESA because better site distance for the driveway access. Kevin Jones at DOT said the state is willing to discuss joint use of the property. It is a five acre site. Sand pile requires 1 1/2 to 2 acres. State is also willing to consider joint use for skier parking to alleviate problem of parking along roadway. He is not sure what is involved in actually sharing the property, may require subdivision, etc.

Max Best suggests that the DOT site is probably not big enough for dual purpose. He is reviewing our Ashwood site right now for sight distance, etc. He said it looked good. We think the Ashwood site is better for us size-wise, development capability, and for simplicity. Max Best will try to have the Ashwood site ready for January 14 borough planning commission meeting.

Station design: Mary discussed the next step to getting a station built with Rob Robson. He recommended allocating funds for a conceptual design at a cost not to exceed \$15,000. While the board feels this is more money than we would like to spend for this, we approved allocating these funds for this purpose. Cunningham/Krumm unanimous. We have \$162,992 in contract services to cover the city contract, geotechnical report for the Ashwood site, water tank

placement, and station design. The city contract will cost us \$119,829 and a revised estimate for tank placement is lower than we anticipated. We will allocate the \$15,000 for design and rfp preparation and hope it doesn't cost that much.

- H. Kilcher Road garage lease: assembly approved Dec 11. Dean Ravin has signed lease, borough mayor to sign soon. Dean will have until January 15 to renovate garage.
- I. Ninilchik ambulance storage: we will leave it at Pat Johnson's house because Beckers' space is not conveniently available due to children moving back.
- J. State forestry cooperative agreement: postponed
- K. Betty inspection/repair: postponed until spring
- L. Logo design: postponed
- 8. New Business:
- A. Morowitz letter: we reviewed, amended, and approved by consensus a letter to Airport Manager Mike Morowitz requesting that we be considered as a new home for a 1990 E-One engine they intend to surplus early in 2002.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

 Beckers may be interested in hosting a garage on their Diamond Ridge property for us.
 Pat will discuss it with them and invite them to attend a board meeting.
- 11. Date and time of next meeting: Thursday, January 3, 2002, 7 p.m.

12. Adjournment: 9:35 p.m.

Approved January 3, 2002

Scott Cunningham, chair

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7 p.m., Thursday, January 3, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Lee Krumm, Marge Tillion, Mary Griswold

Absent: Pat Johnson (excused)

Also present: 1 public

3. Public comment:

Tom Kizzia (P.O. Box 467, Homer 99603) is not thrilled to have a fire station so close to his home. However, he recognizes the need for a station and wants to express his concerns early so they can be taken into consideration. He would like motion-activated subdued lighting, a low profile building, a buffer left along back side, and willows and green spruce trees left standing where feasible. He would like to know how much of the parcel we intend to develop.

- 4. Correspondence: Gwen told Mary that the drawers of Martine's desk were found wide open, but nothing missing, the morning after our last meeting. To the best of our knowledge, we didn't do it, but will be more aware to make sure the building is not disturbed in the future.
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of December 20, 2001 meeting: by consensus as presented

7. Unfinished business:

A. City contract:

Final language is still not approved. At Drathman's request, Colette is working on language to address city service to Millers Landing which is borough land not within KESA.

Long-term plans: Borough FY03 budget preparation begins next Monday. We would like to avoid future 11th hour contract negotiations and prefer a longer-term contract with the city. We reaffirmed out desire to talk with HVFD and city representatives about longer range plans to work together and intend to pursue such discussions soon after this contract is signed.

B. Ambulance:

Oxygen bottles: we must order our own. Scott will talk to Bob Painter about type to buy. Additional supplies: postponed until orders arrive

Name on doors: approved by consensus the \$156.40 price Pat got to paint Kachemak Emergency Services on two doors.

C. Jump kits

Supplies/ duffel bags: postponed until orders arrive.

SurvivaLink PO/invoice: Scott will get asap.

- D. Pumper specs: Scott Elmer will meet with Pat and Mary tomorrow to finalize specs.
- E. Water tank cars: future location/ forestry funding support: postponed F. Skid units:

Tribal Health Consortium pickup trucks: postponed

Hoses, radios, chain saws: Tundra Communications quoted a price of \$2400 for two 100 watt Motorola Maratec radios with antennas. Marge will list hose and fitting requirements. We will not buy handheld radios now because we are close to grant limit and HVFD volunteers who will be driving brush trucks already have handheld radios.

G. McNeil Canyon station

Site approval: is scheduled for review at next Thursday's Kachemak Bay Advisory Planning Commission meeting and the January 14 borough planning commission meeting. The site has been modified but the revised plat is not yet available. Apparently the school property was removed and the back line extended to make a large enough lot to avoid small lot subdivision requirements. Mary will attend KBAPC meeting.

Station design/rfp process: we revisited our garage/station requirements and confirmed our intention to build an economical pre-engineered structure approximately 64 x 64 with 6 bay doors and provision for side extensions. We do not intend to finish more than necessary to house our apparatus. Rob Robson will come to our meeting on January 17th to clarify borough building requirements and coordinate the process to get us a conceptual design and cost estimate.

- H. Kilcher Road garage lease: the signed lease was faxed to Dean Ravin on January 2, 2002.
- I. State forestry cooperative agreement: postponed
- J. Betty inspection/repair: postponed until spring
- K. Logo design: postponed
- 8. New Business: none
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Beckers' garage site

Lee to be gone January 6 to 11 and January 16 (may or may not be back for 17th meeting)

- 11. Date and time of next meeting: Thursday, January 17, 7 p.m.
- 12. Adjournment: 8:50 p.m.

Approved January 17, 2001

Scott Cunningham, chair

7 p.m., Thursday, January 17, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7:10 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion (late), Mary Griswold

Absent: Lee Krumm (excused)

Also present: Rob Robson and Wayne Aderhold from borough public works, HVFD Assistant Chief Scott Elmer and 2 public

- 3. Public comment: none
- 4. Correspondence: KPEMS Council meeting announcement
- 5. Approval of agenda: as presented by consensus
- 6. Approval of minutes of January 3, 2002 meeting: as presented by consensus
- 7. Unfinished business:
- A. McNeil Canyon station

Site approval: plat has been approved; next step is classification which Dan Canetta in borough planning is coordinating. This process requires notice, hearings, and approval at planning and assembly levels and takes a couple months.

Station design/rfp process: Rob Robson answered board questions about borough building requirements and procedures. He recommended a civil site plan to address long term development needs. He suggested that we may want to do site development first and build at a later time. Building must meet state fire code. A sprinkler system must have a dedicated water supply. Building cost is typically 70 to 80 percent of total project cost which also includes design and permit fees. The three phases of building process are: conceptual, design/development, and construction documents. He recommends that we do a conceptual design with a site plan at a cost of about \$15,000 so we can get an idea of how much money we will need to build and what construction timeline would be reasonable. He will send us a draft request for proposals which we can fill in necessary information such as: vehicles to be housed, desired door sizes, septic, well, buried tanks, site activities, buffers, special features, etc. We agreed to meet next week to approve our design parameters.

B. City contract:

Final language: 6 month contract is signed. Cost is \$119,829.

Long-term plans: postponed

C. Pumper specs: approval/ bid process and schedule: We amended and by consensus approved the pumper committee's recommended specs for the FEMA grant class A pumper. Bid documents are scheduled to be released on Monday, January 21, bids will be due February 20,

and bid acceptance resolution will be considered at March 12 assembly meeting if things go as planned.

D. Ambulance: postponed

Oxygen bottles

Additional supplies

Name on doors

E. Jump kits: postponed

Supplies/ duffel bags

SurvivaLink PO/invoice

- F. Water tank cars: future location/ forestry funding support: postponed
- G. Skid units: postponed

Tribal Health Consortium pickup trucks

Hoses, radios, chain saws

- H. State forestry cooperative agreement: postponed
- I. Betty inspection/repair: postponed until spring
- J. Logo design: postponed
- 8. New Business:
- A. Budget development: postponed
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Beckers' station location

- 11. Date and time of next meeting: Thursday, January 24, 2002
- 12. Adjournment: 11:15 p.m.

Approved January 24, 2002

Scott Cunningham, chair



City of Homer

City Manager 491 East Pioneer Avenue Homer, Alaska 99603 907-235-8121, X-2222

Fax:(907) 235-3148 E-mail: wwrede@ci.homer.ak.us Web Site: www.ci.homer.ak.us

June 24, 2004

Local Boundary Commission Department of Community and Economic Development 550 West Seventh Ave. Suite 1770 Anchorage, AK 99501-3510

Re: City of Homer Annexation Remand — Offer of Proof

Dear Members of the Commission and Staff:

This letter is in response to your invitation to comment on Kachemak Emergency Service Area and the effect on KESA of Homer's annexation of 4.58 square miles.

As mentioned in my other letter of this same date, we understand the LBC's order of May 18, 2004, to limit comments to evidence dated, or events that occurred on or before January 17, 2002, and that the effect of that order is to allow the parties to submit additional evidence that satisfies that limitation. The purpose of this letter is to submit additional evidence that relates to events occurring after January 17, 2002, as an offer of evidence that the City would submit to the LBC for consideration if it were not prohibited from doing so by that order.

KESA's Tax Base Is Ample To Support A Viable Service Area

The attached Exhibit 3 contains the cumulative amounts of the certified tax rolls of all Kenai Peninsula Borough service areas from 2000 through 2004. This exhibit shows that KESA has continued to maintain an ample tax base through the current assessment year. Its tax assessed value consistently exceeds that of three other viable KPB service areas that provide fire protection, EMS, or both.

KESA Has Proved To Be A Viable Service Area Post-Annexation

June 24, 2004 Page 2

The events of the two and one-half years since January 17, 2002, provide the strongest evidence that KESA would be and now is a strong and viable service area even after a portion of it's tax base was annexed into the City of Homer.

Attached as Exhibit 4 are the minutes of KESA from January 17, 2002, through April 8, 2004. When read in conjunction with the pre-January 17, 2002, minutes, these minutes show that KESA's planning and operational ability continued uninterrupted and virtually unimpeded by the effects of annexation.

Also attached are KPB Ordinance 2002-19-19, Exhibit 5, and KPB Ordinance 2003-19-02, Exhibit 6. The former ordinance shows that KPB received a legislative grant of \$160,000 through the Alaska Department of Community and Economic Development for the purchase of a fire engine for KESA, while the later shows KPB received a grant of \$993,000 from the Denali Commission for construction of a fire station for KESA. These post-annexation grants show that KESA is strong and healthy enough to enable the Borough to successfully obtain very substantial grants for equipment and facilities.

KESA is unquestionably making rapid strides toward its goal of improving fire and emergency medical service within the service area, notwithstanding any effects annexation might have caused.

Furthermore, the City and KESA have, since annexation, been working cooperatively in several ways, including joint training, joint live burn exercises, continuing contractual service provided by Homer, and involvement of KESA representatives in developing the Homer Volunteer Fire Department 2004 Strategic Plan and the Homer Volunteer Fire Department Standards of Cover, both which are nearing completion. If allowed to enter evidence of post January 17, 2002, events, Homer would submit documentation and other evidence as proof of such cooperative efforts.

Very truly yours

City Manager

Tans, Gordon-ANC

From:

Wheat, Connie [CWheat@borough.kenai.ak.us] Friday, June 04, 2004 8:44 AM Tans, Gordon-ANC KPB Service Areas

Sent: To:

Subject:



Attached are the Certified Roll Assessed Values for the Kenai Peninsula Borough Service Areas - Tax Years 2000 to 2004. If you need any further information, just let us know.

<<KPBSUM TJA2000tocurrent.xls>>

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 577,965,200

OIL 417,696,350

PERSONAL 39,960,793 TOTAL \$1.035.622.34

TOTAL \$1,035,622,343

TCA 57 Bear Creek Fire

REAL 70,426,900

OIL 0

PERSONAL 714,664

TOTAL \$71,141,564

TCA 68 Anchor Point Fire & E.M.S.

REAL 116,519,500

OIL 0

PERSONAL 743,841

TOTAL \$117,263,341

TCA's 53,54&55 North Peninsula Recreation

REAL 577,965,200

OIL 444,778,710

PERSONAL 40,312,080

TOTAL \$1,063,055,990

TCA's 54,58,70 Central Emergency Services

REAL 827,454,585

OIL 39,743,080

PERSONAL 71,330,517

TOTAL \$938,528,182

TCA's 20,52,64,65,68,80 South Hospital

REAL 674,344,662

OIL 899,480

PERSONAL 29,500,873

TOTAL \$704,745,015

TCA's 30,53,54,55, Central Hospital 58,61,63,70

REAL 1,820,662,735
OIL 461,271,710
PERSONAL 142,452,247
TOTAL \$2,424,386,692

TCA's 53,54,55,57,58, KPB Road Maint. 61,63,64,65,67,68

REAL 1,908,884,350
OIL 457,573,820
PERSONAL 107,691,949
TOTAL \$2,474,150,119

TCA's 63,64 Central Penin. Emergency Medical

REAL 122,670,150
OIL 20,950
PERSONAL 2,159,464
TOTAL \$124,850,564

TCA 55 Nikiski Senior

REAL 544,158,900
OIL 411,730,470
PERSONAL 37,823,171
TOTAL \$993,712,541

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 553,547,900

OIL 561,063,730

PERSONAL 47,739,364

TOTAL \$1,162,350,994

TCA 57 Bear Creek Fire

REAL 73,312,700

OIL 0 PERSONAL 2,079,783

TOTAL \$75,392,483

TCA 68 Anchor Point Fire & E.M.S.

REAL 118,160,300

OIL 0

PERSONAL 746,718 TOTAL \$118,907,018

TCA's 53,54&55 North Peninsula Recreation

REAL 553,547,900

OIL 581,142,240

PERSONAL 47,798,201

TOTAL \$1,182,488,341

TCA's 54,58,70 Central Emergency Services

REAL 852,578,285

OIL 32,876,750

PERSONAL 63,880,151

TOTAL \$949,335,186

SERVICE AREA TAXABLE ASSESSED RECAP

TCA's 20,52,64,65,68,80,81 South Hospital

REAL 689,597,312 OIL 228,900

PERSONAL 28,651,628 **TOTAL \$718,477,840**

TCA's 30,53,54,55, Central Hospital

58,61,63,70

REAL 1,825,865,435 OIL 600,912,830

PERSONAL 143,679,861 TOTAL \$2,570,458,126

TCA's 53,54,55,57,58, K P B Road Maint.

61,63,64,65,67,68,81

REAL 1,918,080,150 OIL 592,601,180 PERSONAL 112,674,556

TOTAL \$2,623,355,886

TCA's 63,64 Central Penin. Emergency Medical

REAL 123,862,550 OIL 8,320

PERSONAL 1,881,448

TOTAL \$125,752,318

TCA 55 Nikiski Senior

REAL 519,377,100 OIL 555,259,080 PERSONAL 43,905,325

TOTAL \$1,118,541,505

TCA 81 Greater Kachemak Fire / EMS

REAL 216,171,000 OIL 0

PERSONAL 417,767

TOTAL \$216,588,767

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55	Nikiski Fire
REAL	633,311,100
OIL	607,401,510
PERSONAL	45,845,261
TOTAL	\$1,286,557,871

TCA 57	Bear Creek Fire		
	REAL	81,038,900	
	OIL	0	
	PERSONAL	2,103,152	
	TOTAL	\$83,142,052	

TCA 68	Anchor Point Fire & E.M.S.		
	REAL	121,858,200	
	OIL	4,956,210	
	PERSONAL	2,063,798	
	TOTAL	\$128 878 20 8	

TCA's 53,54&55	North Peninsula Recreation
REAL	633,311,100
OIL	633,756,860
PERSONAL	46,123,213
TOTAL	\$1,313,191,173

TCA's 54,58,70	Central Emergency Services		
	REAL	933,228,267	
	OIL	39,675,130	
PERS	SONAL	71,066,896	
7	OTAL	\$1,043,970,293	

SERVICE AREA TAXABLE ASSESSED RECAP

TCA's 20,21,52,64,65,68,80,81 South Hospital

REAL 723,915,212 OIL 9,943,230

PERSONAL 34,627,366

TOTAL \$768,485,808

TCA's 30,53,54,55, Central Hospital 58,61,63,70

REAL 2,024,846,167 OIL 652,963,630

PERSONAL 147,739,536 TOTAL \$2,825,549,333

TCA's 53,54,55,57,58, KPB Road Maint.

61,63,64,65,67,68,81

REAL 2,042,044,450

OIL 657,019,870
PERSONAL 115,936,791
TOTAL \$2,815,001,111

TCA's 63,64 Central Penin. Emergency Medical

REAL 134,577,100

OIL 0

PERSONAL 3,193,139 **TOTAL \$137,770,239**

TCA 55 Nikiski Senior

REAL 597,522,300

OIL 600,689,240 PERSONAL 37,713,267

TOTAL \$1,235,924,807

TCA 81 Greater Kachemak Fire / EMS

REAL 176,963,000

OIL 0

PERSONAL 199,069 TOTAL \$177,162,069

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 798,112,800

OIL 607,938,690

PERSONAL 23,894,706 TOTAL \$1,429,946,196

TCA 57 Bear Creek Fire

REAL 83,373,300

OIL 0

PERSONAL 1,230,466

TOTAL \$84,603,766

TCA 68 Anchor Point Fire & E.M.S.

REAL 124,322,800

OIL 2,765,030 PERSONAL 1,989,995

TOTAL \$129,077,825

TCA's 53,54&55 North Peninsula Recreation

REAL 798,112,800

OIL 611,921,210

PERSONAL 24,254,858 **TOTAL \$1,434,288,868**

TCA's 54,58,70 Central Emergency Services

REAL 1,023,485,917

OIL 17,409,700 PERSONAL 72,837,565

TOTAL \$1,113,733,182

SERVICE AREA TAXABLE ASSESSED RECAP

TCA's 20,52,64,65,68,80,81 South Hospital 752,103,412

OIL 8,042,710
PERSONAL 35,701,349
TOTAL \$795,847,471

TCA's 30,53,54,55, Central Hospital

58,61,63,70

REAL 2,298,038,217
OIL 630,574,480
PERSONAL 123,070,495
TOTAL \$3,051,683,192

TCA's 53,54,55,57,58, K P B Road Maint.

61,63,64,65,67,68,81

REAL 2,299,885,150
OIL 633,391,100
PERSONAL 92,738,113
TOTAL \$3,026,014,363

TCA's 63,64 Central Penin. Emergency Medical

REAL 142,485,300 OIL 0 PERSONAL 2,418,297

TOTAL \$144,903,597

TCA 55 Nikiski Senior

REAL 758,004,800
OIL 599,271,010
PERSONAL 18,045,887
TOTAL \$1,375,321,697

TCA 81 Greater Kachemak Fire / EMS

REAL 181,699,800
OIL 0
PERSONAL 526,827
TOTAL \$182,226,627

SERVICE AREA TAXABLE ASSESSED RECAP

TCA 53 & 55 Nikiski Fire

REAL 716,035,200 OIL 598,268,500

PERSONAL 36,209,306

TOTAL \$1,350,513,006

TCA 57 Bear Creek Fire

REAL 88,196,500 OIL 0 SONAL 1,097,665

PERSONAL 1,097,665 TOTAL \$89,294,165

TCA 68 Anchor Point Fire & E.M.S.

REAL 127,579,100

OIL 4,472,830 PERSONAL 1,893,423

TOTAL \$133,945,353

TCA's 53,54&55 North Peninsula Recreation

REAL 716,035,200

OIL 603,232,880

PERSONAL 36,573,961 TOTAL \$1,355,842,041

TCA's 54,58,70 Central Emergency Services

REAL 1,121,688,751

OIL 38,030,450

PERSONAL 74,431,137

TOTAL \$1,234,150,338

SERVICE AREA TAXABLE ASSESSED RECAP

TCA's 20,52,64,65,68,80,81

REAL

OIL

PERSONAL

TOTAL

South Hospital

801,597,562

15,545,630

34,490,749

\$851,633,941

TCA's 30,53,54,55, Central Hospital 58,61,63,70

REAL 2,348,312,466
OIL 652,158,450
PERSONAL 136,924,122
TOTAL \$3,137,395,038

TCA's 53,54,55,57,58, K P B Road Maint.

61,63,64,65,67,68,81

REAL 2,362,871,165
OIL 658,904,100
PERSONAL 105,334,322
TOTAL \$3,127,109,587

TCA's 63,64 Central Penin. Emergency Medical

REAL 165,406,915
OIL 7,059,520
PERSONAL 2,248,064
TOTAL \$174,714,499

TCA 55 Nikiski Senior

REAL 675,018,800
OIL 590,286,980
PERSONAL 34,032,009
TOTAL \$1,299,337,789

TCA 81 Greater Kachemak Fire / EMS

REAL 192,721,500
OIL 0
PERSONAL 553,393
TOTAL \$193,274,893

Exhibit 4

7 p.m., Thursday, January 24, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion, Mary Griswold

Absent: none

Also present: John Smith, borough public works department

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of January 17, 2002 meeting: by consensus as presented
- Unfinished business:

A. McNeil Canyon station

Site approval: classification in progress under supervision of Dan Canetta in borough planning department

Station design/rfp process: John Smith distributed a draft rfp for schematic design for us to work on. He recommends a building with steel reinforced concrete block walls, flat roof with suspended ceiling for plenum, and heated slab. The hospital addition is an example. If we get our ideas back to him within the next couple weeks, we should have a conceptual design by July. Rfp is advertised for 30 days, after our evaluation and selection, the assembly must approve award, then chosen architect has 60 days to produce drawings. Dirt work could be done in 2002, funding dependent and construction in 2003 funding permitting. Grants might help with cost if facility provided community benefit or benefit for particular grant requirements. John will look into getting direct access to East End Road to avoid potential complications with upgrading Ashwood Avenue. He noted that we could be eligible for surplus telephones and computers the borough will soon replace. He recommended forming a construction committee of 2 board members and possibly community representative that would make design recommendations to the board. He suggested that the design could include break-away portions suitable for satellite station construction.

By consensus we appointed Lee Krumm and Mary Griswold to the construction committee and will invite Tom Kizzia to participate.

B. Ambulance:

Oxygen bottles: we will lease the big ambulance bottle from Air Liquide instead of purchasing, as does HVFD. We will order carry cases for the 3 LP10s.

Stock ambulance: Scott to coordinate on Friday, February 1 at HVFD Radio installation: Pat to install next week when he replaces exhaust system Garage: ambulance is in garage, automatic rent payment is established

C. Jump kits:

Supplies/ duffel bags: remaining supplies to be ordered after assembling next Friday

D. Water tank cars: future location/ forestry funding support: Ric Plate reported that Forestry did not show interest in funding the tank placement at its meeting last week, but he will pursue. E. Skid units:

Tribal Health Consortium pickup trucks: Scott has not received any news

Hoses, radios, chain saws: Marge will investigate good rubber garden hose in Anchorage possibly this weekend; radios are ordered from Tundra Communications: Marge will break in new chain saws.

Ric Plate reported that Forestry has dedicated two pickup trucks to us. He is not sure of details, but one will be flat bed complete with tank and reel, other will be regular pickup to hold our skid unit. He will keep us updated, but expects delivery of at least one by summer.

- F. State forestry cooperative agreement: no progress; Mary will urge borough legal to review pending draft from Len Malmquist
- G. Betty inspection/repair: postponed until spring
- H. Logo design
- 8. New Business:
- A. Budget development: postponed pending borough finance direction regarding timeline, revenue projection, and considerations for annexation. Marge recommended renting a storage unit for the equipment we accumulate. By consensus we agreed that it would be good to consolidate our stuff in one insured location. She will bring size and cost estimates to next meeting.
- B. Beckers' station location: Beckers told Pat that they cannot build a garage for us to lease now, but would consider a long-term lease of land for us to build on. They are at an excellent location but this raises complications of ownership and does not solve the problem of high construction costs associated with borough owned buildings.

Johnson/ Cunningham unanimous to pursue rfp to lease a 3 bay garage on Diamond Ridge Road. Mary will research process with borough.

C. North Star foam: North Star fire department has surplus Class A foam from Alyeska to give away. Pat researched shipping via Carlile would cost about \$480 for 10 30-gallon drums or about \$1.60 per gallon vs \$12-15 per gallon new. The shelf life of the foam is long if not indefinite. North Star is willing to hold it until spring.

Cunningham/Tillion unanimous to request 10 30-gallon drums with shipping charges to come from our contingency fund. Pat will confirm request and shipping arrangements. Mary will get PO.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Lee asked when HVFD planned to hire the 2 new EMTs included in the city's FY02 budget. Scott reported that the department is conducting interviews this weekend and anticipates they will hire soon after.

- 11. Date and time of next meeting: February 7, 2002, 7 p.m.
- 12. Adjournment: 9:40 p.m.

Approved February 7, 2002

Pat Johnson, vice chair

7 p.m., Thursday, March 7, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7:10 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Mary Griswold

Absent: Lee Krumm Also present: 1 public

- Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: approved by consensus with the addition of EMS ambulance certification as 8B.
- 6. Approval of minutes of February 7, 2002 meeting: approved by consensus as presented.
- 7. Unfinished business:
- A. McNeil Canyon station

Station design/rfp will go out next week according to John Smith at borough public works

Site classification: McNeil site will come before the Planning Commission March 11; Assembly April 2

- B. Diamond Ridge station: location decision to wait until we see what happens with city plans to build near the water treatment station.
- C. Budget development: Feb 22 draft/ March 14 borough review: draft approved by consensus as presented with understanding that budget may have to change due to transition expenses associated with annexation. Borough finance department will give us revised revenue and expense projections soon.
- D. HVFD longer term working relationship: discussion with city representatives postponed until effects of annexation settle.
- E. Ambulance/Jump kits: stocking progress: Medic 4 is officially in service as of yesterday.

 Garage HVFD volunteer orientation: HVFD and Dean Ravin will coordinate schedule

 Gas card: Medic 4 has a gas card at city public works to be paid by transport patients
- F. FEMA grant application due April 1: we affirmed our intent to request funding for a fast attack engine.

KESA minutes 3/7/02

Fire marshal reporting requirements; department registration update: in order to qualify for FEMA grant, we must keep our state fire department registration current by filing an annual report, which Mary will do.

G. Water tank car placement: postponed

H. Skid units:

Tribal Health Consortium pickup trucks: not a likely source, but Scott will pursue as opportunity presents

Forestry pick up trucks: postponed pending word from Ric Plate Garden hose: postponed until spring merchandise is in stores

I. Pumper bid addendum, new due date, and bid opening: 4 bids were received by deadline yesterday. Advantage Apparatus was apparent low bidder at \$205,497. Oregon Fire Equipment was second at \$210,874. United Fire Service was third at \$233,690. Ferrara Fire Apparatus was highest at \$236,789. Pat, Bill Morse, and Mary will meet on Monday to review bids.

Paint color: Johnson/Cunningham to change engine color bid specification from safety yellow to red approved by 3 yes (Johnson, Griswold, Cunningham) to 1 no (Tillion) with 1 absent (Krumm). Discussion centered around creating an identity, questions about whether yellow or green actually provided more safety, and the common reaction that fire engines are red. Marge pointed out that red is hard to see at night. Bill Morse (P.O. Box 15211 Fritz Creek 99603) stated that lights make the engine visible.

J. State forestry cooperative agreement: will go to borough assembly March 12 K. North Star foam is being stored for us; we have a PO for Carlile to pick it up when we are ready.

L. Spruce bark beetle clearing phone contact: Beetle task force representative did not show up.

M. Betty inspection/repair: postponed until spring

8. New Business:

A. VFA grant application due March 15: by consensus approved requesting funding for an assortment of hose, nozzles, and equipment for the new engine. Pat will check hose prices; Mary will submit grant before deadline.

- B. EMS ambulance certification: Sue Hecks requested that we send in ambulance certification application to be in compliance with state regulations for ALS service. Mary will check with Bob Painter about medical director sponsorship and prepare paperwork asap.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Marge will be gone March 21
 Mary must resign within 60 days of being annexed
- 11. Date and time of next meeting: Thursday, March 21, 7 p.m.

12. Adjournment: 8:40 p.m.

Approved March 21, 2002

Scott Cunningham, chair

7 p.m., Thursday, February 7, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Marge Tillion (excused)

Also present: John Smith, borough public works

- 3. Public comment: none
- 4. Correspondence:

Copy of letter from Colette Thompson to Ron Drathman re: fulfillment of request

for documents

Letter from Chena Goldstream re: gift of surplus tanker to Lowell Point

- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of January 24, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Station design/rfp process: John Smith reviewed our recommended design criteria and suggested some modifications. Cunningham/Johnson to approve the draft rfp as amended. Unanimous. John will proceed with rfp.

Site approval: classification in progress

- B. Diamond Ridge station to follow McNeil station design.
- C. Budget development: due February 22

Storage units: Marge got prices for the units by Kenai Supply: \$25/month unheated 5 x 10 unit; \$50/month heated unit with 4 months at \$29/month with heat turned off. 1 month free with 6 month contract.

Priority items to fund: fast attach engines

We will postpone Jeff Sinz meeting until early March when Scott will be back. Mary will prepare draft budget for review at our next meeting.

- D. HVFD longer term working relationship: There seemed to be interest in considering this when Scott brought the subject up at a recent HVFD meeting. We will pursue discussions.
- E. Ambulance: Stocking progress: Scott and Mary will do on Friday.

Garage HVFD volunteer orientation: please include Dean Ravin. We will schedule with HVFD for a Tuesday training night soon after ambulance is ready for service.

F. Jump kits: Stocking will be done with ambulance

G. North Star foam: 300 gallons are reserved for us.

H. Water tank car placement: postponed

I. Skid units:

Tribal Health Consortium pickup trucks: postponed Forestry pick up trucks: no news but in progress

Garden hose: we need to order this. Mary will talk to Marge about details

J. Pumper bids due Feb 20. No questions received by yesterday's deadline.

K. State forestry cooperative agreement: Colette sent us draft cooperative agreement and annual operating plan for review before assembly meeting approval on February 19th. Johnson/Cunningham to approve the agreement and operating plan with the addition of brush truck patrol and associated costs under equipment.

L. Betty inspection/repair: postponed until spring

M. Logo design: not to do now; remove from agenda

8. New Business:

A. Surplus air pacs: Mary sent an e-mail expressing interest in response to State fire marshal office request.

B. FEMA grant program will run again this year.

Fire marshal reporting requirements; department registration update: we must report fire incidents in our service area to keep our department approval. We must also file an annual summary by April 30. Mark Barker requested that incidents in KESA be reported under our FDID instead of Homer's. At the board's request, Mary will ask Mark to take this up directly with Bob Painter to see how to best comply. Mark noted that our membership roster should include clerical staff and volunteers who are not responders and a note that we contract with HVFD so their members will be officially acknowledged. The purpose of the membership roster is to protect us in the event of injury. It is easier to collect compensation if the injured party is officially registered and especially important if an injury is sustained in another jurisdiction.

C. Spruce bark beetle clearing phone contact: Earl Breyfogle contacted Scott about finding someone to call about 60 property owners to determine their interest in having their hazardous trees cut. Lee will ask Patty if she wants to do it. Samantha is willing to do it after March 3 if that is not too late.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Scott to be gone until March 3
 Lee will be gone February 21 and 28
- 11. Date and time of next meeting: February 21, 7 p.m.

12. Adjournment: 9:10 p.m.

Approved March 7, 2002

Scott Cunningham, chair

7 p.m., Thursday, March 21, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Marge Tillion, (excused)

Also present: 3 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of March 7, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Station design/rfp: bidder conference March 27, 1 p.m. McNeil Canyon School Site classification: Planning Commission approved classification March 11; Assembly will address it on April 2

B. Budget

3/14 borough budget meeting summary: Mary met with borough representatives who generally approved our draft budget with the understanding that we need more accurate revenue and annexation transition expense projections to prepare a realistic spending plan for FY03. We will adjust our budget when these numbers become available.

administrative assistance: Mary is willing to continue volunteer administrative assistance after her resignation on May 19, but Jeff Sinz and Dale Bagley pointed out that we may want to consider funding a position as Anchor Point did this year to keep up with the increasing administrative demands. Board must appoint a member to fill Mary's seat until the October municipal elections.

- C. HVFD longer term working relationship: Jeff Sinz expressed interest in participating in a discussion with KESA, city, and HVFD representatives. Bob Painter intends to organize a strategic planning process this summer which would extend into the fall to plan for HVFD's future. We agreed that we would like to participate in this process.
- D. Pumper bid evaluation: Pat and Mary met with Bill Morse on 3/11 to evaluate the bids and then Pat and Mary met with borough purchasing manager Tom Burgess on 3/14 to review the bids and our evaluation. We agreed to reject Advantage and KME as nonresponsive because both exceeded the maximum wheelbase, had significantly deficient warranties, and Advantage proposed a Darley pump instead of the Hale we specified with no exceptions and KME specified

KESA minutes 3/21/02

an inadequate pump compartment heater. Burgess wrote the rejection letters. The Ferrara bid was the most comprehensive and best prepared. The E-One bid was lower in cost but lacked clarity on some specifications. Burgess wrote E-One asking for clarification on 16 questions we raised. He asked Ferrara to clarify the height of its crosslays and the number of years on the paint fade warranty. Pat and Mary inspected Nikiski's Ferrara and CES's E-One engines. Both are very well constructed rigs and were highly praised by the department personnel.

Burgess followed his letter of 16 questions to E-One with a letter requesting potential cost reductions since their apparent low bid is still over our budget.

Tonight we reviewed the bid comparison spreadsheet and answers to the questions Burgess submitted to Ferrara and E-One. Both bids meet our specs and are within \$3,179 of each other. E-One's suggestions for cost reductions include lower wattage lights, a less powerful or no generator, and deleting the extended warranty on part of the drive train. We agreed to 1000 watt, 110 volt lights, but not to the other suggestions. Considerable discussion followed regarding the relative merits of each apparatus, with the understanding that we can accept a higher bid if we can justify it. Pat particularly liked the electrical diagnostics on the Ferrara which are an expensive item we did not require. Bill Morse thought the high quality of the Ferrara bid reflected well on the factory and represented a high quality product that would be worth spending extra money on because we have to rely on it for 30 years. However we agreed either engine would serve us well. Further discussion on whether the Ferrara bid might be the lower if delivery were FOB factory. We had requested that option in the bid documents, but neither bidder included it.

Discussion on when we needed to make a decision, what additional information we needed to make a decision, grant performance deadlines, assembly schedule deadlines, etc. Mary confirmed that there is no additional FEMA money available to cover the increased cost.

Cunningham/Griswold moved to vote tonight on which apparatus to select. 3 yes; 1 no with Johnson voting no and Tillion absent.

Cunningham/Krumm moved to approve the E-One engine with the provision that we consider additional cost reductions. 3 yes; 1 no with Johnson voting no and Tillion absent.

If Burgess approves, we will ask E-One for a price reduction for partial prepayment, for which we can use the grant funds at no loss of interest to us and for a price FOB Seattle because Lee may get it a free ferry ride to Homer. We will ask Burgess about other options for dealing with the cost overrun.

E. FEMA grant application due April 1. After discussing the merits of a larger and smaller compressed air foam system, we agreed by consensus to request the larger, more expensive system because it is necessary to fight structural fires which is an important intended purpose of the fast attack trucks. We will budget \$175,000 for one fast attack engine for grant purposes, based on preliminary estimates provided by E-One and SVI.

F. VFA matching grant submitted 3/12/02 for \$10,000 (\$5,000 match) for fire engine equipment. Grants awards are to be made around April 15, 2002.

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- G. Water tank car placement: Mary will research locating one tank at the intersection of Diamond Ridge and Sterling Highway in anticipation of the city moving ahead on its plans to build a garage at the water treatment plant. We want to get the tanks ready by spring. Milli Martin's property is preferred for the second tank.
- H. Skid units: postponed

Forestry pick up trucks are supposed to be ours by spring Garden hose

- I. State forestry cooperative agreement: assembly approved it on March 12
- J. North Star foam: Mary will arrange shipping via Carlile
- K. Betty inspection/repair: postponed until spring
- 8. New Business: none
- 9. Comments of the audience:

Brian Howard (Box 3591, Homer 99603) is now on the California Department of Forestry surplus property mailing list and will let us know what becomes available. He wishes the ALS first response kits contained an intubation roll and a drug module. Scott replied that the intubation roll is too expensive and that Dr. Bell is in charge of drugs. Brian will talk to Dr. Bell. He also recommended a small insulated ice chest to hold the temperature sensitive ALS supplies so they can be carried from car to house as necessary. He will also encourage a HVFD Emergency Vehicle Operators' Course so volunteers living in the vicinity of the Kilcher Road garage could become qualified drivers of Medic 4.

Bill Morse (Box15211 Fritz Creek 99603) encourages discussions about the longer term service delivery plans of the service area and how to incorporate volunteers who are not members of HVFD.

- 10. Board comments, announcements, future agenda items:
 KPEMS Council meeting May 17, 10 a.m., Soldotna borough office
 Lee will be gone April 4th
- 11. Date and time of next meeting: April 4, 2002, 7 p.m.

12. Adjournment: 10:10 p.m.

Approved 4/4/02

Scott Cunningham, chair

7 p.m., Thursday, April 4, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7:15 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Mary Griswold

Absent: Lee Krumm (excused)

Also present: none

3. Public comment: none

- 4. Correspondence: received state ambulance certification
- 5. Approval of agenda: by consensus with the addition of Code Blue under 8.
- 6. Approval of minutes of March 21, 2002 meeting: by consensus as presented.
- 7. Unfinished business:
- A. McNeil Canyon station

Station design/rfp: due 4/16.

Site classification: Assembly approved McNeil parcel for government on April 2.

- B. 03 Budget: revisions for tank installation, pumper travel, and capital projects postponed pending borough revenue revisions.
- C. HVFD longer term working relationship: strategic planning: Mary met with Ron Drathman today who suggested that we submit to him a list of our priorities, issues, and discussion points which he will share with Bob Painter and suggest how to organize discussions about the future of service delivery on the southern peninsula. We will address this topic at our next meeting.
- D. Pumper bid update

E-One cost with reductions is \$219,550.

FEMA requires nonfederal cash match.

FEMA grant performance period is extended to January 15, 2003 to accommodate pumper construction timeline provided assembly approves appropriation by May 7.

Tillion/Johnson moved to transfer \$19,994 from temporary wages, contract services, and contingency to adequately cover the cost of the class A pumper, per Craig Chapman's budget revision of 4/3/02. 4 Yes 1 Absent (Krumm)

Tillion/Johnson moved to request the borough assembly to appropriate the additional money necessary to purchase the class A pumper. 4 Yes 1 Absent (Krumm)

Pat emphasized the importance of a pre-construction conference at the factory and a prepainting inspection in addition to final factory inspection to increase the likelihood of getting the vehicle we want. We will provide for two factory visits in our budget, the third is covered in the bid.

E. Water tank car placement: John Fenske and Louise Tulin each offered space for one 10,000-gallon tank on Diamond Ridge Road near the intersection with the Sterling Highway. We decided to wait to hear from John Glanville and consider other sites before making a decision on location because the two offered sites are very narrow, very close to the road, and on a dangerous hill where many vehicles go off the road in the winter. Glanville's property is at the bottom of the dip, on the flat, and could provide better access for a truck should he choose to accept the tank.

F. Skid units:

Forestry pick up trucks: no news from state forestry

Garden hose: Marge will look for 200 feet in Anchorage this weekend

Foam concentrate: 3 30-gallon drums and 4 55-gallon drums are on their way down from North Pole to our heated storage unit at East End Mini Storage.

- G. Betty inspection/repair: postponed until spring
- H. FEMA fast attack grant submitted March 28
- 8. New Business:
- A. Pat Johnson training report: his classes on bid specifications, air brakes, and compressed air foam were excellent. He learned a lot to apply to our future apparatus acquisition and was pleased to note that we did a lot right with our class A pumper bid.
- B. Code Blue ambulance: we appear to be in line for a grant award later this year. Pat emphasized that we want to spec a Ford 7.3 liter engine and hoped we could get it before it goes out of production to be replaced by a 6 liter. Sue Hecks has prepared specs for Seldovia's upcoming ambulance, which includes a Ford chassis in acceptable terms, which we can use for our bid documents when the time comes.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: KPEMS meeting on May 17, 10 a.m. Soldotna borough building
- 11. Date and time of next meeting: April 18, 7 p.m.

12. Adjournment: 8:45 p.m.

Approved 4/18/02

, Scott Cunningham, chair

7 p.m., Thursday, April 18, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Marge Tillion

Also present: John Smith, borough public works

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with the addition of Workers Comp as 8A.
- 6. Approval of minutes of April 4, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Station design/rfp: due 4/16

John Smith summarized the process to date: Borough Finance received 6 proposals for this project; one of which was late. John Smith and Wayne Aderhold of Borough Public Works and Lee Krumm and Mary Griswold of KESA construction committee independently scored proposals from Rohde, Kluge, ECI/Hyer, Bezek, and RIM, based on an evaluation of proposal quality, approach, firm resources, firm qualifications, and project cost. Bezek received the highest combined score and is recommended to the board for acceptance.

Krumm/Johnson motion to approve Bezek, Durst, and Seiser as the architectural firm for the McNeil station programming and schematic design phases provided that the survey cost be held in abeyance if the proper survey documents are provided in a timely manner. 4 yes, 1 absent (Tillion).

We understand that the award contract will include a cancellation clause that will allow us to terminate the contract at the end of the programming phase if preliminary cost estimates exceed our ability to proceed in a reasonable time period.

Discussion followed about the merits of buying a building as opposed to building one due to the high cost of borough construction requirements. We will proceed with design process and take the preliminary design and cost alternatives to the public for review and approval before proceeding with the schematic phase.

By consensus the board approved revising our FY02 budget to accommodate the higher than anticipated cost of this design process at \$36,507 without survey cost, to be lowered by John Smith's negotiations if possible. The largest revision will cause delay in installing the 10,000-

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gallon water tanks, which probably wouldn't be ready until FY03 anyway due to design constraints.

Site acquisition: Mayor Bagley and Milli Martin will draft a resolution to lease the McNeil site to KESA for perhaps 27 years, which is the duration of the newly signed grazing lease on adjacent property from which this was subdivided to provide a site for the fire station.

B. HVFD longer term working relationship: HVFD strategic planning to begin this summer Priorities, issues, discussion points: we began our list to address long-term working relationship and complementary infrastructure. We will independently work on our suggestions to bring back for refinement before submitting to Homer city manager.

C. Water tank car placement

Glanville site at corner of Diamond Ridge Road and Sterling Highway: Glanville is interested and will be back in town in early May. We will talk to him before deciding which site to choose in this vicinity: Fenske, Tulin, Glanville, Cunningham.

Scope of Work: has become more complicated. Tom Burgess talked to John Smith who recommended an engineering drawing before requesting informal bids. John Smith will ask Sam McLane to volunteer a drawing. If he can't do it, Mary will ask Paul Voeller who works with Blackwell Pumps. The tanks must be weighted so not to float when partially empty. We must also design access for filling, either from an existing main road or from pull-out. Mary will research with Nikiski department. John Smith will also request a co-worker to do a paint test for exterior lead that would contaminate ground water.

Tank easement: Colette Thompson will research and work with Milli Martin for first one.

D. Skid units:

Forestry pick up trucks: Ric Plate will check with state forestry

Garden hose: postponed pending Marge's report from Anchorage trip

- E. Pumper bid: assembly appropriating ordinance was introduced April 16, to be considered May 7.
- F. FY03 Budget revisions: postponed; will include tank installation and pumper construction inspection.
- G. Betty inspection/repair: postponed until spring at Mile 9 East End Road.

8. New Business:

A. Workers comp: Scott relayed volunteer difficulty in collecting workman's comp through city policy for recent fire department training injuries. He will contact Colette for advice.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

KPEMS meeting May 17th, 10 a.m. in Soldotna

Board to appoint a member to Seat B until October municipal elections after Mary resigns 5/19 Lee will be gone May 2

Pat will be gone for 3 weeks beginning May 20

11. Date and time of next meeting: May 2, 2002, 7 p.m.

12. Adjournment: 9:45 p.m. approved 5/02/02 500 , Scott Cunningham, chair

2

7 p.m., Thursday, May 2, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

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Present: Scott Cunningham, Pat Johnson, Marge Tillion, Mary Griswold

Absent: Lee Krumm, excused

Also present: none

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with the addition of run reports and Voznesenka site under 8.
- 6. Approval of minutes of April 18, 2002 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station

Architect design award resolution: May 7 assembly agenda item: The contract to be awarded to Bezek Durst Seiser with first phase cost of \$10,584 available in our FY02 budget and second phase cost of \$29,365 to be funded in FY03 budget. We may or may not be able to remove topographical survey cost from contract depending on sufficiency of Roger Imhoff's topo information.

We will consider leasing a building from Brian Howard on property east of McNeil Canyon if building our station is not affordable in the near future. Bill Morse provided plans for the Greater Palmer fire substations which we can consider in our design process.

Site acquisition assembly resolution: in progress by Mayor Bagley. Pat related that Tom Tietjen asked him about site progress and emphatically supports our using it for free, which was his intent in removing the site from his grazing lease.

B. HVFD longer term working relationship: strategic planning: Priorities, issues, discussion points: in progress

C. Water tank car placement

Glanville site: John Glanville met with Mary on April 29. He is willing to donate a site at the corner of Diamond Ridge and Sterling Highway subject to re-negotiation in 10 years. He is also interested in possible future payment if money is available.

Scope of Work: engineering: paint test: John Smith contacted DEC about paint test and interior inspection, but has not yet received reply. Sam McLane is willing to design installation after he gets back in office on May 6. Mary will contact.

Tank easement: in progress in borough legal department

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D. Skid units:

Forestry pick up trucks: postponed pending word from Ric Plate Garden hose: Marge got hose and is assembling the skid units

- E. Pumper update: May 7 assembly agenda item. If approved, contract to be signed soon after. Pat and Marge will plan pre-construction conference at Red Deer factory.
- F. FY03 Budget revisions: travel, tanks: postponed pending finance department revenue projections.
- G. Betty inspection/repair: postponed until spring at Mile 9 East End Road
- 8. New Business:
- A. Fast attack: Pat will ask Ferrara for specs. Mary got specs from S&S. Pat and Marge will discuss at E-One when they go to pumper pre-construction conference.
- B. Run reports: Board reviewed first quarter HVFD activity report for KESA. 16 runs in KESA out of 72 total. 12 EMS calls out of 62 and 4 fire calls out of 10 total.
- C. Voznesenka site: Marge reported that Chris Rainwater may donate land for a future substation near Voznesenka. Marge will tell Chris that we agree this is a good location and we are certainly interested.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Mary attended the Anchor Point service area board meeting on April 22.
 Mary asked Colette if she could keep her board seat until the October elections similar to the assembly members keeping theirs until then after redistricting.
 Brian Howard and Nazary Basargin were suggested as possible board members when Mary resigns.

KPEMS meeting on Friday, May 17th in Soldotna

- 11. Date and time of next meeting: Thursday, May 16, 7 p.m.
- 12. Adjournment: 8:30 p.m.

Approved May 16, 2002

_Scott Cunningham, chair

7 p.m., Thursday, May 16, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Mary Griswold

Absent: Marge Tillion (excused)

Also present: none

3. Public comment: none

4. Correspondence:

Notification that hospital will no longer supply except for patient replacement items due to accounting difficulties and lack of payment for inventory maintenance.

Borough tax bill of \$15.08 from Larry Tietjen for property taxes on the KES McNeil site which must be paid before subdivision is approved. By consensus we agreed to pay this bill.

- 5. Approval of agenda: by consensus with addition of Ninilchik ambulance and new ambulance as 8B and 8C.
- 6. Approval of minutes of May 2, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek contract was approved by assembly on May 7; John Smith will take care of paperwork and said Bezek will contact us to set first meeting date.

Site acquisition assembly resolution: in progress with Mayor Bagley and Milli Martin

- B. HVFD longer term working relationship: strategic planning: postponed Priorities, issues, discussion points
- C. Water tank car placement

Scope of Work: engineering: paint test: John Smith contacted DEC and advised we could proceed with placement. We will check again as we get closer to installation. Sam McLane will do the engineering.

Tank easements: Colette Thompson referred our request to land management for language prior to legal review. Mary will track.

D. Skid units:

Forestry pick up trucks: Ric Plate is trying to confirm delivery schedule.

E. Pumper update

United Fire Service approved by assembly on May 7. Borough purchasing agent Tom Burgess resigned so Jeff Sinz will coordinate necessary paperwork to award contract.

Pre-construction conference: John Laneville recommended a conference 30 days after order is placed. Leave on a Thursday night, confer Friday and Saturday, return Sunday to get good airfares with 2 week advance purchase. Pat and Marge will make plans after contract is signed.

F. Fast attack engine specs:

Mary presented Pat with a specification spreadsheet comparing five fast attack engines. He will research the type and size of CAF we need, around which we can design the rig we want. The legislature's capital budget still includes \$160,000 for this vehicle, but the budget has not yet been approved.

G. FY03 Budget revisions: travel, tanks, station design

Jeff Sinz postponed our assembly budget work session presentation on May 20 to June 3 because the borough and city have not worked out the transition taxing authority which leaves too many variables for an accurate budget. He should have better revenue estimates next week. Jeff suggested that the cost of station schematic design could come from funds other than our operating budget. Bonnie Golden will research possibilities. She will also check availability of the congressional appropriation of \$1M for borough fire suppression activities, \$300,000 of which Ted Stevens dedicated to the Funny River fire station construction project.

- H. Betty inspection/repair: postponed until spring at Mile 9 East End Road
- 8. New Business:

A. MG resignation: by consensus board accepted Mary's resignation due to annexation removing her residence from the service area. Board will appoint a replacement within the next three meetings. The seat will be up for election for the remainder of the term at the October municipal elections. Brian Howard and Nazary Basargin were suggested. Mary will volunteer as an administrative assistant.

- B. Ninilchik ambulance: Scott will find out how we return the Ninilchik ambulance at the KPEMS meeting tomorrow. This vehicle is not in as good condition as Medic 4 in service at Kilcher Road and because we have a good chance of getting a better one, we'd rather not put money into upgrading this one.
- C. Code Blue vehicle grants: Scott will find out tomorrow the status of our Code Blue ambulance grant request.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 KPEMS meeting tomorrow: Scott to attend
 Pat will be gone until June 9
 Lee will be here until June 25
- 11. Date and time of next meeting: Thursday, May 30, 7 p.m.

12. Adjournment: 8:10 p.m. Approved May 30, 2002 Scott Cunningham, chair

2

7 p.m., Thursday, May 30, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Lee Krumm, Marge Tillion

Absent: Pat Johnson (excused)
Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: approved by consensus with the addition of AED grant as item 8C.
- 6. Approval of minutes of May 16, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek meeting schedule: public works sent Bezek the contract to sign today. Project manager Scott Worthington cannot meet on June 13, but is willing to meet with board another time. We will try for June 6th or another convenient time soon.

Jeff Sinz relayed that borough proposes to allocate \$300,000 of federal grant money to this project, but must check grant requirements for compliance before committing funds.

Site acquisition assembly resolution: planning and legal departments are working on a transfer of land management authority for this property.

- B. HVFD longer term working relationship: strategic planning: Mary reminded Ron Drathman and Bob Painter on Monday that we would like to participate in a planning process this summer either as part of the city's fire department strategic planning or as a separate process as they prefer.
- C. Water tank car placement

Scope of Work: engineering: paint test: in progress with Sam McLane Tank easements: in progress with Max Best

D. Skid units:

Forestry pick up trucks: 24 volt trucks are available if acceptable to us; otherwise we must wait for them to convert and repaint them which will take an indeterminate time. By consensus board approved accepting the pick up trucks with 24 volt electrical systems. Mary will contact Ric Plate to make arrangements. Marge has skid units almost ready for installation.

E. Pumper update

United Fire Service has ordered chassis and will let us know when they are ready to set up pre-construction conference at factory.

- F. Fast attack engine specs: Pat is inspecting Ferrara engine in California this week.
- Legislative appropriation for \$160,000 is in the approval process. Mary will find out when the money will be available.
- G. FY02 year end budget revisions: Mary will make minor line item adjustments to bring our budget into compliance with finance department requirements.

H. FY03 Budget revisions:

FY03 projected revenue has been reduced from \$434,518 to \$326,752 due to a change in our tax jurisdiction with annexation. Jeff Sinz told us to hold spending to \$300,000 to comply with borough fund balance policy: we are to work toward a fund balance between \$140,000 and \$186,000 within five years.

By consensus board approved FY03 revised budget which Mary will present at the assembly work session on June 3.

- 1. Betty inspection/repair: postponed until spring at Mile 9 East End Road
- 8. New Business:
- A. KPB Ordinance 2002-20 KESA boundaries: board review required; hearing 6/18 By consensus board accepts without recommendation the boundaries as presented in the ordinance.
- B. KPEMS report: Ninilchik ambulance, new ambulance, other action: Scott reported that Ninilchik wants back the ambulance we don't need and that Sue Hecks will find out if it must go through the system or directly to Ninilchik. Code Blue funding process is stalled. We are exceeding the minimum meeting attendance requirements and can qualify for training funding which we will pursue this fall for ETT classes.
- C. AED grant: federal grant funds are available for community partnership programs to acquire automated external defibrillators and train people to use them. By consensus, board approved sending a letter of interest to be included in a state grant proposal sponsored by Section of Community Health and EMS.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: June 13, 7 p.m. unless Bezek can meet sooner
- 12. Adjournment: 8:45 p.m.

Approved June 27, 2002

Som Cund, Scott Cunningham, chair

7 p.m., Thursday, June 27, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion (teleconference)

Absent: Lee Krumm (excused)

Also present: Mary Griswold, Brian Howard for part of meeting by teleconference

- 3. Public comment: none
- 4. Correspondence: letter from Brian Howard expressing interest in leasing us station space
- 5. Approval of agenda: approved with addition of CES ambulance as 8E.
- 6. Approval of minutes of May 30, 2002 meeting: approved by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Design: we are waiting for draft program from Bezek architects. John Smith is to be included in next discussion.

Management authority: we are waiting for borough legal and planning recommendations

B. Water tank car placement

Scope of Work: engineering: paint test: Sam McLane had one of his employees inspect the two sites with Mary. McLane will followup with installation plans.

Mary will ask DEC about paint test.

Tank easements: we are waiting for borough planning to draft documents

C. Skid units:

Forestry pick up trucks: on hold until forestry fellow in charge gets back from Arizona fires.

- D. Pumper update: Pre-construction conference was a valuable experience. Pat and Marge met with E-One engineers, toured factory, worked out exhaust brake, stack, and battery location, and viewed tank construction.
- E. Fast attack engine specs: Pat will talk to Girdwood chief who has experience with CAFS to help determine what size unit we need. The rest of the engine specs are fairly straightforward.

Legislative appropriation: Mary will continue to inquire about effective date and requirements.

F. Ninilchik Ambulance: Scott will check with Sue Hecks about transfer proceedures.

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- G. Code Blue: We are still on the list, determinations have not yet been made because committee is still sorting out last year's grant compliance reports.
- H. Betty inspection/repair: batteries, air tank: postponed, but Betty needs batteries in order to move.
- I. HVFD longer term working relationship: strategic planning: by consensus Mary will represent KES on HVFD's "Looking to the Future" Committee for long term planning.
- J. Board seat: postponed to next meeting when Scott will bring suggestions.
- 8. New Business:
- A. Homer contract expiration June 30, 2002: By consensus, board approved extending existing interim contract for 6 months at a cost of \$95,800 which includes a base payment of \$92,432 and an adjustment for service to Millers Landing from January 1, 2002 to July 1, 2002 of \$3,368. The cost is subject to Shane Horan's confirmation of certified 6/02 property values for the base cost and certified 6/01 values for the adjustment. The adjustment is necessary because the assembly added Millers Landing to KESA in February retroactive to January 1, 2002. Changes to service delivery and contract terms will be better addressed after the HVFD strategic planning.
- B. KPB Ordinance 2002-19-02 \$1M federal grant distribution: Mary will speak in support of \$300,000 being dedicated to McNeil station at the July 9 assembly committee meeting.
- C. Brian Howard Quonset: Brian called in to discuss his offer to sell or lease a 28 x 40 quonset at Mile 13.6 to KESA. The building is 10-15 years old and in good condition with heated slab, foam insulation, 12 x 12 overhead door, and 2 man doors. Brian has 4 acres of which he would lease or sell 1/4-1/2 acre for station. Suggested lease price of \$1200 per month for entire building excluding utilities, also possible to rent portion of it. Preliminary opinion is that one engine and one ambulance would fit. Discussion about merits of leasing vs building at high borough cost, value of interim building if we do proceed with an affordable station of our own, necessity of bid process, honoring existing Kilcher Road lease, other vehicle storage options, etc. After conclusion of other agenda items, we inspected building and agreed it has potential. At next meeting members will suggest different lease options to compare with alternative storage arrangements. Mary will ask Bezek for timeline for their preliminary design alternatives and respective costs. Brian will attend by teleconference.
- D. VFA grant award: by consensus board approved accepting the \$5,000 VFA grant and expending the grant and required \$5,000 matching funds for fire fighting equipment.
- E. CES ambulance: by consensus, board approved accepting the 1988 Wheelcoach ambulance from CES that we previously expressed interest in. Mary will confirm and arrange pickup with CES.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: July 11, 2002, 7pm.

12. Adjournment: 9:06 p.m.

Approved 7/11/02

Scott Cunningham, chair

2

7 p.m., Thursday, July 11, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion

Absent: none

Also present: Mary Griswold and Brian Howard (teleconference)

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of June 27, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek design timeline/ meeting summary: Scott Worthington sent a timetable for design completion. They will send us a draft program for our comments due back on July 26th. Final design and cost are to be presented on September 27th.

Management authority: waiting for borough planning department action

- B. KPB Ordinance 2002-19-02 \$1M federal grant distribution: we were awarded \$300,000 for station construction at Tuesday night's assembly meeting. Discussion: Tim Navarre expressed concern that we should get so much when other areas had been requesting funding for a longer time. In light of the fact that this money is for bark beetle mitigation and the fact that KESA was formed in part because of the heightened fire danger due to the bark beetle infestation, KESA should be a priority for funding to bring us up to the level of service provided by more established departments. The station, equipment, and apparatus KESA seeks to acquire are all priorities to better fight remote fires whose potential for catastrophe has dramatically increased by the bark beetle infestation. We are delighted to receive this funding and can use it to match other grants or bolster other funding mechanisms.
- C. Class A Pumper design approval: by consensus approved with clarifications the drawing John Laneville sent for review. Specifically, the drawing did not include front tow eyes or mud flaps. Two models of telescoping lights were identified; only one was correct.

Lee noted that our request for AK ferry transport from Bellingham to Homer is being considered.

D. Brian Howard Quonset: vehicle fit visit after meeting: postponed to July 18 because we couldn't find the keys and Brian by teleconference could not deliver or locate them.

E. Water tank car placement

Scope of Work: engineering: waiting for Sam McLane

: paint test: We can have paint tested at Northern Testing Laboratories, Inc. in Fairbanks. DEC Robert Rhymes (1-800-478-4974) was not concerned about lead paint affecting ground water because it does not leach. Jim Seeberger at AK Railroad concurred that lead paint does not pose a contamination problem. He has had long experience with these tanks. He said they make great underground water storage tanks and recommended welding closed the dump valve on the bottom. He also said floating is not a big problem because of their heavy weight for their size.

Tank easements: waiting for borough planning department language

F. Fast attack engine specs

Legislative appropriation: Ed Oberts and Bonnie Golden thought money should be available in September. Mary has an extensive collection of CAFS information; we anticipate being ready to prepare bid in September as soon as appropriation is confirmed.

- G. Board seat: Scott has contacted two people; he will submit names next meeting if they are willing. Gary Thomas gave Mary a list we may consider if Scott's contacts do not want to be considered. Scott and vacant seat are up for election this October. Filing period is from August 1 to 15.
- H. Ninilchik Ambulance: returned to Sue Simonds at Inlet Construction
- I. CES ambulance: delivered to Pat Johnson's house
- J. Code Blue ambulance: postponed pending KPEMS meeting
- K. Betty inspection/repair: batteries, air tank: postponed
- L. Forestry pick up trucks: Ric Plate notified us that state forestry plans to lend us a brush truck in a couple weeks to use until the FEPP trucks are ready.
- M. HVFD strategic planning: postponed pending HVFD schedule
- 8. New Business:
- A. Chrysler CPR manikin award: we received notice of an award of one of 12 grants on the Kenai Peninsula. We should receive the manikin in a couple weeks.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Ferrara factory visit on next meeting agenda

Scott to attend KPEMS meeting tomorrow by teleconference and relay our interest in a grant for ETT training at Voznesenka next early winter.

- 11. Date and time of next meeting: Thursday, July 25, 7 p.m.
- 12. Adjournment: 8:30 p.m.

Approved July 25, 2002 Scott Cunningham, chair

7 p.m., Thursday, July 25, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Lee Krumm, Marge Tillion

Absent: Pat Johnson (excused)

Also present: Mary Griswold, Brian Howard (teleconference)

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with addition of KPEMS update as 8D, 2^{nd} quarter run report as 8E, and pumper cost comparison with 7C.
- 6. Approval of minutes of July 11, 2002 meeting: by consensus as presented
- 7. Unfinished business:

A. McNeil station

Bezek draft program review and comments due July 26: Board approved the draft program that Scott Worthington sent subject to the following comments:

1 Architectural

Metal siding is adequate for the exterior finish. We do not want the masonry wainscot. We were unclear from the comment under exterior finish on Revision 1 whether the siding options were placed over the standard metal building siding or replaced it, but we agreed that we want metal siding. The masonry wainscot is an unnecessary expense. The ends of the building will be primarily doors and the sides will eventually be removed for the additions. No one should be parking against the sides because of potential snow slide from the roof, so bollards or other means can keep cars from damaging this siding.

We want a pre-engineered metal building or wood, moment-frame building. We want the enhanced eave detail for aesthetics and better drip from the roof.

2. Site

Flag pole to be on building.

3. Paving

We are not familiar with the City of Homer Standard Details as apply to paving.

4. Utilities

We need storage for 2,000 gallons of potable water and 35,000 gallons of non-potable, but clean, water for fire suppression and general purposes. Storage can be in cistern or underground tank, whatever is most cost-effective.

On-site vehicle fueling must comply with all current, applicable standards and regulations. This tank site may be not constructed initially because compliance is very expensive, but we want it recognized in the site layout.

5. Building exterior

Remove masonry wainscot, wood siding, and vinyl siding.

6. Apparatus bays

We wonder what is proposed for walls above the painted plywood to 8 feet. It should be water resistant.

7. Heating

We confirm we want in slab radiant heat.

8. Technology

We are not sure what a Voice/data outlet is (phone jack?)

9. Mechanical room

There is question whether the electric panel must be in its own room for safety reasons.

10. Restrooms

Clarify that each restroom includes a shower and a counter around the sink.

We request that we change the date for the concept plan presentation from August 21 to September 5 because very few of us will be here in mid to late August.

- B. Brian Howard Quonset: Marge, Pat, Mary, Brian, and Scott Elmer met last week to fit test Medic 3 and Betty (assimilating the new engine) in Brian's quonset at Mile 13 East End Road. Two vehicles will fit. Discussion about delivery dates for class a pumper and initial attack engine led to postponement to September of decision to rent additional space. Brian needs a decision by November. If we decide to rent space, we will have to do rfp. Making a decision in September will allow enough time to meet Brian's deadline.
- C. Pumper cost comparison and choice of compartment doors: at Mary's request, John Laneville sent a cost comparison between specifications for Seldovia's engine and ours. Seldovia's is a program engine with very few modifications while ours is a custom engine meeting our requirements for user friendly features such as lower crosslays, accessible ladder storage, durable chassis, sophisticated foam system, and maneuverability.

We revisited the rollup compartment doors on the pumper and by consensus agreed not to change to hinged doors. Rollup doors are better built than they used to be so should stand up to rigors of off-pavement driving which was a concern. They are less susceptible to damage in close quarters, though they take up storage space.

- D. Fast attack engine specs: we will put bid documents together in September after assembly acceptance of legislative appropriation. We have materials from S&S, Pierce, and SVI; and expect materials soon from Ferrara and E-One to aid in drafting good documents.
- E. Manikin grant: Scott will take care of the publicity as requested by NAD Charitable Foundation.
- F. Board seat: postponed due to lack of interest from contacts Scott made.
- G. Water tank car placement: Scott Christy requested publicity for State Forestry when they are installed. This is important public relations for them.

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Easements and engineering are postponed until September because Sam McLane and Max Best are very busy, but we will pursue these in September because the tanks must be buried before freeze up to be ready for next spring's fire season.

Brian Howard site: Brian offered to have a tank on his land at Mile 13 between the quonset and the road, whether or not we lease garage space. Decision postponed to September when we have a better idea of station construction feasibility and timeline.

- H. Forestry pick up trucks: postponed pending word from State Forestry, but the loaner should be coming our way soon.
- I. Code Blue ambulance: postponed to September when legislative funding is finalized
- J. Medic 3: by consensus, will stay at Marge's house. Pat will evaluate it for replacing Medic 4 at Kilcher Road or moving to Diamond Ridge later this year.
- K. Betty inspection/repair: batteries, air tank: postponed
- L. ETT Training: Scott reported that KPEMS granted us \$1000 to conduct training in Russian villages out East End Road. 40 hour course costs approximately \$75 per student for materials with volunteer instructors. Marge reported that Patty Murray is willing to help. Class to be conducted in early winter.
- M. HVFD strategic planning: no schedule from Bob Painter yet
- 8. New Business:
- A. Ferrara factory visit: Ferrara requests 3 week notice; Pat cannot take time to go and Bill Morse is willing to take his place. Postponed to September as we get closer to defining initial attack specifications.
- B. Hank's Water Co. trucks: apparently for sale; Brian to research, though we agreed this was not a priority purchase because water is available from HVFD and contract haulers.
- C. August meeting schedule; mail pickup; contact: Mary will be gone the month of August. No meeting is scheduled; Scott will be phone contact and collect mail as requested by Gwen at borough office.
- D. KPEMS update: covered under 7L

E. 2nd Quarter HVFD Run Report:

EMS: 8 KESA + 90 Homer = 98 calls 8% KESA

FIRE: 11 KESA + 40 Homer = 51 calls 22% KESA

Total 2nd Q calls: 19 KESA + 130 Homer = 149 calls 13% KESA YTD total calls: 35 KESA + 186 Homer = 221 calls 16% KESA

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Bezek concept presentation September 5 unless changed
 KPEMS Council annual meeting September 13, 10 a.m.- 2 p.m., KPB building
- 11. Date and time of next meeting: September 5, 2002, 7 p.m.

12. Adjournment: 9:35 p.m.

Approved September 5, 2002

Scott Cunningham chair

7 p.m., Thursday, September 5, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion

Absent: Lee Krumm (excused)

Also present: Mary Griswold, Brian Howard, and Scott Worthington from Bezek

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as amended to add 8 B and 8C.
- 6. Approval of minutes of July 25, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek concept presentation; Scott Worthington presented his latest concept for the McNeil Station. Following discussion, he will make modifications for us to evaluate before his final concept presentation on October 3.

Management authority: no word from borough planning yet

- B. Brian Howard Quonset: Brian wants to know by November if we intend to rent it. Pat will ask E-one when the new engine will be delivered so we can make decision on if and when to rent additional space.
- C. Fast attack engine specs: Mary and Pat will compile soon
- D. Ferrara factory visit: postponed
- E. Manikin grant: publicity: postponed pending receipt of manikin
- F. Board seat: by consensus board will defer to borough elections to fill seat.
- G. Water tank car placement: no news yet; Mary will check with all parties so we can get these in the ground before winter

Publicity requested by state forestry

Scope of Work: engineering Tank easements: Max Best

Brian Howard site

- H. Forestry pick up trucks: no word yet; Mary will check with Ric Plate
- I. Code Blue ambulance: no news yet
- J. ETT Training: postponed
- K. HVFD strategic planning: committee is now organized: progress update next meeting

8. New Business:

- A. Accept and expend \$160,000 legislative appropriation for fast attack engine (board approval necessary prior to assembly action on September 17th): by consensus board approved accepting and expending this appropriation.
- B. Eastland Fire Department funding request to borough: after much discussion, by consensus, board position is that any borough funded equipment and training within KESA should be available for all service area residents, not exclusive groups. Eastland fire department's jurisdiction is on top of a small part of KESA, a very unusual situation according to state fire marshal office. Marge strongly supports their efforts to respond quickly to hold a fire until bigger departments responded. Other board members pointed out the liability issues for the borough in supporting operations that do not meet standards that KESA and HVFD adhere to. It was also noted that wildland fire training is available each spring through state forestry for free. It would be helpful for Eastland department members to attend KESA meetings to see how we could work together rather than independently. Milli Martin stopped in briefly at this time. We encourage further discussion with borough administration and assembly to clarify the departments roles.
- C. Seldovia ambulance: Scott reported that Seldovia will soon receive their new ambulance and offers us first refusal of their old one with 8,000 miles on it. Pat will check it out so we can decide which two ambulances are the best ones for us to keep.
- 9. Comments of the audience:

Brian Howard asked about plans for expanding service along Diamond Ridge and possibility of purchasing used apparatus. He reported that Hank Boelter is willing to tender water for \$65 per hour plus price of water. Boelter has a 2400-gallon tank he is willing to let KES use.

10. Board comments, announcements, future agenda items:

Scott summarized KESA's intent to concentrate on McNeil development first and then Diamond Ridge in conjunction with Homer's plans for a station site at Crossman Ridge. Pat noted that appropriate used equipment is acceptable, but it is difficult to find four wheel drive, short wheel base engines.

Scott will make a presentation to the borough assembly at its September 17 meeting in Homer.

Scott will attend the KPEMS annual meeting on September 13th in Soldotna.

- 11. Date and time of next meeting: September 19, 2002 at 7 p.m.
- 12. Adjournment: 9:50 p.m.

Approved September 19, 2002

Scott Cunningham, chair

7 p.m., Thursday, September 19, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion

Absent: none

Also present: Mary Griswold

3. Public comment: none

4. Correspondence: none

5. Approval of agenda: by consensus as presented

6. Approval of minutes of September 5, 2002 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station

Bezek concept review: Scott presented two floor plan options that Bezek faxed to him. By consensus board approved Option B with addition of a drying table and turnout gear storage against open wall and an exterior truck fill. Bezek is scheduled for final presentation on October 3.

Management authority: no action from borough planning dept yet.

B. Brian Howard Quonset

Engine delivery date: John Laneville told Pat that the chassis is expected on October 4, final inspection at factory around November 22, dealer prep to be completed in mid-December. By consensus board agreed that Brian Howard's quonset would be a good place for engine and ambulance. Mary will check with administration about sole source contract since our needs are so specific in a very limited market and we went through rental rfp process last year. Mary will give Dean Ravin notice of our desire to terminate lease at end of January.

- C. Fast attack engine specs/ assembly action: assembly will consider our \$160,000 state appropriation on October 8 with request for shortened hearing on October 22. This ordinance was not introduced at the August 20 meeting because Bonnie Golden was not sure the \$160,000 was enough for the engine since we requested \$180,000. Our preliminary research indicates that we can order a suitable engine for the \$160,000, but we won't know for sure until the bids come in. Mary has a collection of specs that she and Pat will review next Wednesday in hopes of putting our specs together very soon.
- D. Ferrara factory visit: postponed pending review of specs

E. Manikin grant: publicity postponed pending receipt of manikin, which is expected soon because other communities have received theirs recently. Scott will oversee publicity. This grant program is expected to continue next year so we can request a pediatric manikin then.

F. Water tank car placement PUBLICITY

Scope of Work: engineering: Mary will encourage McLane to complete design asap Tank easements: Richard Atuk has drafted language for planning department review. He pointed out that we need driveway permits, which Mary will pursue. His last day of work is September 20, so we will have to find out who is taking over this project. Time is getting critical.

Brian Howard site: by consensus agreed that this site could be reconsidered if McNeil station site doesn't work for a tank installation.

- G. Forestry pick up trucks: Ric Plate said a loaner pick up truck is ready for us and that HVFD is willing to transfer its FEPP truck to KES. Scott and Lee will pick up the Soldotna truck and store it at Smokey Bay Air and Mary will let Ric know that we don't need the permanent truck fixed up before we take delivery and that we would like the HVFD truck.
- H. Code Blue ambulance: postponed
- I. Seldovia ambulance: Ninilchik lost the engine in its new ambulance so we agreed that they need the Seldovia ambulance more than we do.
- J. ETT Training: to be scheduled later this fall
- K. HVFD strategic planning: Bob Painter is working on meeting schedule
- L. VFA grant must be spent by end of year: we will
- 8. New Business:
- A. FEMA grant denial: FEMA notified Mary that we did not receive a vehicle grant this year.
- B. KPEMS annual meeting report: Scott noted that federal grants for communication equipment are available and he will request more information.
- C. Borough surplus equipment: briefly reviewed pamphlet and didn't choose anything.
- D. Assembly presentation report: Scott gave a 3 minute update to the assembly on September 17 at its meeting in Homer thanking them for support and describing accomplishments and projects in progress.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: October 3, 7 p.m.

12. Adjournment: 8:40 p.m.

Approved October 3, 2002

, Scott Cunningham chair

7 p.m., Thursday, October 3, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Brian Howard

Absent: Lee Krumm, Marge Tillion (both excused)

Also present: Mary Griswold, Milli Martin, and Scott Worthington

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with addition of 7K Communications grant and 8B KPB Legislative Priorities
- 6. Approval of minutes of September 19, 2002 meeting: by consensus as presented 6.1 Election results: Brian Howard is newly elected member and Scott Cunningham is a reelected member. By consensus, Scott will continue as Chair and Pat as Vice-chair.
- 7. Unfinished business:

A. McNeil Canyon station

Bezek presentation: Scott Worthington presented his conceptual design and construction cost estimate of \$1.48 M, quickly followed by a list of potential cost reductions. After a line item discussion, Worthington agreed to prepare a refined cost estimate. Milli Martin reported that we should know soon if the governor mandates that rural communities be exempt from paying Davis Bacon wages. Worthington will take this in to account if it transpires. We hope to get the station cost down to less than \$700,000 without sacrificing necessities.

Scott reported that Tim Yarlborough is interested in pursuing support for developing a training ground and this would be a good central location for responders from Seldovia, Anchor Point, Nanwalek, Port Graham, and Homer. The site would also serve a good catastrophe center or forestry medi-vac site. Funds may be available for these purposes. Rasmussen Foundation may also be a funding source.

Management authority: no word yet from borough planning department

B. Brian Howard Quonset: Mayor Bagley approved a sole source contract for garage lease. Brian reported that he is willing to add 20 feet onto the end of his garage to house 4 vehicles. The added space would raise the rent to \$1800/month. We will address this proposal next Thursday night.

Dean Ravin will release us from our current garage lease in January.

C. Fast attack engine

Assembly action on our \$160,000 legislative grant is scheduled for October 22 after introduction on October 8. Pat presented information he and Mary collected from CAFS

suppliers. Odin/Darley has a demo unit for sale that appears to meet our needs. By consensus the board agreed that Scott and Pat will talk to the sales representative about particular specs and price. Pat is willing to inspect the vehicle in Wisconsin on a weekend if we agree to proceed and borough agrees to sole source contract. More decisions next Thursday.

D. Water tank car placement

Engineering is in hand from Sam McLane

Tank easements: Milli is pressing borough planning for documents

Driveway permits: Sam McLane intends to come down on Monday to review and process. By consensus board approved up to \$1200 for required permits and deposit. Mary will ask if emergency response purpose qualifies for exemption.

Publicity for forestry: postponed until tanks are buried

E. Forestry pick up trucks

Brush 1/HVFD equipment: by consensus board approved paying the City of Homer \$500 for the Maratrac mobile radio and siren installed in the truck because this will save us the expense of purchasing and installing similar equipment.

Soldotna brush truck: is parked at Smokey Bay Air. Pat will drain the tank and hoses.

- F. ETT Training: KPEMS funding is lined up; Marge will check HVFD training schedule and Voznesenka religious calendar to coordinate good time for class. Class to be at Voznesenka school, open to anyone, and taught by a combination of instructors.
- G. Code Blue ambulance: no word yet on last year's request. By consensus board agreed to apply again this year on application due December 31.
- H. HVFD strategic planning: not scheduled yet
- I. VFA grant purchases: postponed
- J. Manikin grant publicity: postponed until manikin is presented
- K. Communications grant: postponed
- 8. New Business:
- A. KPB Ordinance 2002-38 Emergency responder property tax exemption: by consensus board approved support. Mary will write assembly members.
- B. KPB Legislative Priorities: due November 7: by consensus board agreed to McNeil station and fast attack for Diamond Ridge side of service area.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: October 10, 7 p.m.
- 12. Adjournment: 9:55 p.m.

Approved October 10, 2002 Say Conff, Scott Cunningham, chair

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2

7 p.m., Thursday, October 10, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion, Brian Howard Absent: none

Also present: Paul Seaton, Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with deletion of 3rd Quarter Run Report under 8 and addition of Purchase of F550s and Grant prospects as 8A and 8B.
- 6. Approval of minutes of October 3, 2002 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station

Bezek design: by consensus approved recommending to Bezek that cost estimate should include Davis Bacon wages and should not include gear lockers, air bottle racks, or domestic washer and drier. Plumbing and pedestal are to be included for commercial washer.

Management authority: no word yet from borough planning Training grounds: postponed pending further research at PRISM and airport

B. Brian Howard Quonset: Brian Howard offered to add 600 square feet to his building to house a total of 4 apparatus at an increase in rent to \$1800 per month, but he must know very soon to get it done before winter. With a 4-0 vote (Brian abstaining) board approved requesting borough administration for sole source contract for renting increased space from Brian. We anticipate having new class a pumper and fast attack engine by January. This garage could house these engines, the ambulance now in service at Kilcher Road, the equipment in storage at East End Mini Storage, and the ambulance parked at Marge's house. At Brian's request, Mary will also ask if we can pay rent through June 30 in a lump sum at beginning of lease. This would help him cover the cost of construction in a timely manner. We will write a lease to end on June 30, 2003 with automatic 6 month extension unless cancelled.

Dean Ravin lease: we will not make decision on termination until we get borough administration's decision on sole source contract for enlarged space.

C. Fast attack engine

Assembly action: Ordinance 2002-19-19 introduced on October 8, with shortened hearing on October 22 to accept \$160,000 legislative appropriation for fast attack engine.

Odin/Darley Lethal Weapon demo unit: Jim Guze sent revised specs for the demo rig today. Ladders, ladder compartment, pump compartment heater, lettering, and hand tools are not included in \$160,000 price FOB factory in Wisconsin. Onspot air chains, winch, and monitor

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are included. By consensus board approved sending Pat to inspect engine and paying for \$710 airfare plus meals and lodging.

Lee will ask about bringing engine from Bellingham to Homer on ferry.

Mary will ask Mark Fowler about procurement options: whether we can sole source or must prepare formal bid documents if Pat confirms engine meets our expectations.

D. Water tank car placement

Tank easements: Milli Martin to check on progress with Max Best

Driveway permits: Sam McLane visited at least Milli's site and is preparing paperwork

RFP: postponed pending permits and easements

Publicity for State Forestry: postponed until project is underway

E. Forestry pick up trucks

Brush 1: Scott will store it with other unit at Smokey Bay Air Soldotna brush truck hoses and pump are ok for winter. Marge will cover with tarp.

- F. ETT Training: schedule/location/instructors/materials: Marge is working on this
- G. Code Blue ambulance: by consensus will be priority 3 on legislative list, after station and fast attack engine.
- H. HVFD strategic planning: waiting on meeting schedule
- I. VFA grant purchases: postponed
- J. Manikin grant: publicity pending receipt
- K. Communication grant: postponed pending next KPEMS meeting
- 8. New Business:
- A. Purchasing F550s: Brian recommended purchasing 2 Ford F550 chassis before the 7.3 liter engine is discontinued. After discussion, board agreed by consensus to take no action now. One class a pumper and one fast attack engine for east and west sides of service area are first priority. We have 2 forestry brush trucks now, so doesn't seem the time to buy more.
- B. Grant prospects: Pat reported that Colleen Riley may have information on Denali Commission grant programs. We are eager for more information on grant sources and assistance. Pat will encourage Colleen's help.
- 9. Comments of the audience:

Paul Seaton (58395 Bruce, Homer 99603) was pleased to attend meeting and appreciates our efforts.

10. Board comments, announcements, future agenda items:

Lee and Pat are excused from next meeting

Brian suggested it is time to get back to work on KES logo.

Pat reported that HVFD is trading in its air paks and that he will research NFPA requirements and possibility of acquiring them.

11. Date and time of next meeting: October 24, 7 p.m.

12. Adjournment: 9:10 p.m.

Approved November 7, 2002 Cunningham chair

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2

7 p.m., Thursday, November 7, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion, Brian Howard

Absent: none

Also present: Mary Griswold, Sherry Biggs, deputy borough clerk

3. Public comment: none

Sherry Biggs swore in board members Scott Cunningham and Brian Howard, distributed state and federal constitutions, and reminded us of "Intent to do Business" form and other procedural matters.

- 4. Correspondence: none
- 5. Approval of agenda: approved as amended to include AED grant update under New Business item D.
- 6. Approval of minutes of October 10, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station: all items postponed

Bezek design: final schematics and cost to be delivered on November 18

Management authority

Training grounds

B. Brian Howard Quonset: sole source contract for additional space: Brian proposed renting us a new small building in addition to the 1200 square foot quonset instead of adding onto the quonset or constructing a larger single building. Board confirmed its interest in this proposal because of the site's central location in the eastern portion of the service area and because of the opportunity to keep all the vehicles and equipment together for efficient response capability.

Cunningham/Krumm to request sole source contract to rent 1600 square feet at \$1600 per month beginning January 15, 2003 through June 30, 2003 with option to renew for 6 month intervals for up to two years. Vote: 4 yes, 1 abstain (Howard). Mary will draft request for Mark Fowler and mayor; Brian will fill out Intent to do Business form immediately, effective retroactively.

Dean Ravin lease: will be terminated January 15, 2003 if sole source contract is approved.

C. Fast attack engine

Odin/Darley Lethal Weapon demo factory visit/ sole source purchase request: Pat was impressed with the factory demo unit. It is of reasonable size for maneuverability, the monitor is

a valuable feature with pump-and-roll capability, and the unit is in good condition. The vehicle with one passenger and full tanks weighs 5,960 pounds on the front axle and 10,740 on the rear, under the axle and gross vehicle weight ratings of 6,000, 13,500, and 17,500 pounds. The factory will reduce the water tank capacity from 350 to 300 gallons with a plug to allow 400 additional pounds of payload to bring total to 1200 pounds. That is anticipated to be sufficient to carry a second firefighter, hose, ladders, tools, and accessories. Discussion followed on alternative vehicles. Krumm/Tillion to request borough mayor's approval to sole source purchase this demo at \$160,000. Vote 5 yes because it meets our needs within our budget. The rig has 30,000 miles on it which is good for breaking it in, the foam system is powerful, user-friendly, and time-tested. It will be delivered to Bellingham where Lee will try to get it free passage on the state ferry to Homer. Its extra features are desirable and valued at \$15,380. No other manufacturer makes a comparable vehicle at this price, especially noteworthy because we requested \$180,000 in our legislative grant and received \$160,000.

Krumm/Tillion to approve the list of equipment to make the class A pumper and fast attack rig fully operational. Pat and Mary compiled the equipment list and at catalog prices, it is within our budget. We will submit the list to Darley for quotes to compare with LN Curtis prices if and after the mayor approves the sole source purchase contract for the vehicle.

Pat Johnson work order request: Howard/Cunningham to approve up to \$250 to pay one day's wages for Pat Johnson's expertise at the recent Darely factory tour so he won't be docked vacation time for this service to KES. Vote 4 yes, 1 abstain (Johnson).

D. Water tank car placement

Tank easements/driveway permits: Milli Martin has signed her easement; Max Best and Colette Thompson are working on revision for Glanvilles. Sam McLane's driveway permit packets are in the mail to us today.

RFP: John Smith at borough public works is working on the scope of work. Publicity for State Forestry: to follow installation

- E. ETT Training: schedule/location/instructors/materials: Marge reported that the class will be scheduled to begin shortly after the Russian Christmas on January 7.
- F. Code Blue ambulance: no news
- G. HVFD strategic planning: no news
- H. VFA grant purchases: underway with Darley fast attack acquisition
- I. Manikin grant: receipt and publicity may happen soon
- J. Communication grant: Scott reported that Seldovia may be interested in coordinating a capital projects grant request for a repeater site on this side of the bay. Mary will contact Sue Hecks for details.
- 8. New Business:
- A. Red Deer Class A engine inspection Dec 5-7th: United Fire Service arranged for Pat and Marge to go.
- B. Logo: Brian promotes a contest to design a KES logo with a Smokey Bay flightsee for 2 as a prize. Details to be worked out.
- C. Forestry FEPP fire trucks: Pat and Brian recommended that the surplus trucks offered by Scott Christy are not appropriate for our needs. We will not pursue acquisition.

- D. AED grant update: State has more requests than funds to distribute and has returned partnership applications to area coordinator Sue Hecks for updates. We have no new information to add to our part of the request. Mary will relay to Sue.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

Scott reported that several people have thanked him for what we're doing for the service area and that a recent Homer News editorial commended the board for directing the architect to hold down the cost of the McNeil Canyon station.

Brian asked to move Medic 4 to his garage at no rental cost to support his application for fee-exempt driveway permit. Board approved by consensus provided he install a combination lock on the garage door and clear the move with HVFD.

Brian will attend tomorrow's KPEMS meeting in Soldotna as Scott's substitute.

- 11. Date and time of next meeting: November 21, 7 p.m.
- 12. Adjournment: 9:40 p.m.

Approved November 21, 2002

Scott Cunningham, chair

7 p.m., Thursday, November 21, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion, Brian Howard

Absent: none

Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: two items added to New Business
- 5. Approval of agenda: by consensus with addition of Nanwalek, borough land classification, and volunteer exemption as items 8C, D, and E.
- 6. Approval of minutes of November 7, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek design: final schematics and cost: postponed to next meeting because Scott Worthington is still working with engineers and estimators to bring cost down

Management authority: postponed pending borough action

Training grounds: postponed

B. Brian Howard Quonset: Mayor Bagley approved a sole source contract for 1600 square feet at \$1,600 per month paid in full through June 30, 2003 at beginning of lease on January 15, 2003.

Dean Ravin lease will terminate on January 15, 2003

C. Fast attack engine

Sole source purchase request for Darley demo: approval looks promising. Mark Fowler recommends approval and will take it to the mayor tomorrow.

Cunningham/Tillion to approve up to \$500 for a work order for Pat Johnson to inspect the class A pumper at the Red Deer factory December 5th and 6th. 4 Yes, I abstain (Johnson). His firefighting and mechanical expertise are valuable to us and he should not have to take vacation time to make this final factory inspection.

Cunningham/Howard to approve purchasing the fast attack and class A pumper equipment and Johnson-approved spare parts from Darley plus shipping to the Toledo plant, provided mayor approves sole source contract. Unanimous. Darley's quote was about \$3,000 less than the \$17,000 we estimated these items to cost from catalog prices. We will consider installing the ladder rack locally. Mary will request drawings from Guse. Darley is to mount new Goodyear tires in Oregon because availability here is too limited to rely on for timely service.

Lee will be available to inventory and inspect equipment in Oregon and coordinate delivery to the ferry terminal in WA.

D. Water tank car placement

Tank easements/driveway permits: Milli Martin's easement is recorded. Roy Dudley in borough planning is working on minor clarifications for Glanvilles'. John Smith at borough public works has driveway permit applications and will submit as soon as easement is signed.

RFP: in progress at borough public works

Publicity for State Forestry: postponed pending burial

- E. ETT Training: schedule/location/instructors/materials: Marge to confirm interest soon so Scott can order materials
- F. Code Blue ambulance: no news
- G. HVFD strategic planning: no news
- H. VFA grant purchases: underway with approval of fast attack equipment list above
- I. Manikin grant: publicity: pending
- J. Communication grant: postponed pending Mary's contact with Sue Hecks
- K. Logo: Howard/Cunningham to conduct a contest for logo design and motto. Unanimous. Logo winner will receive flight see for 2 courtesy Smokey Bay Air; motto winner will receive \$50 cash. Deadline is January 15, 2003. Brian will deliver notice to schools, Marge will deliver to Vosnesenka. Brian will prepare a press release for local media.
- 8. New Business:
- A. KPEMS meeting report: Brian reported that Ninilchik has a surplus 1T 4wd ambulance with faulty electrical system in the module that might make a good brush truck. Scott will investigate.
- B. Symposium report: Scott reported that he found no appropriate airway bags; he will bring in price and description to order 3 at next meeting. He brought back the card from H&W Emergency Vehicles representative for us to consider.
- C. Nanwalek is planning to build a small garage and acquire a fire engine and transport unit. Scott reported that representatives may want to attend our meetings to learn from us.
- D. Borough land classification: Kachemak Bay Advisory Planning Commission is reviewing Skyline parcels. By consensus board agreed that none is appropriate for our purposes.
- E. Volunteer property tax exemption: Shane Horan requests a list of active volunteers by January 15, 2003. Horan will be notified that qualifying KES volunteers are only those who are active with HVFD.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: Lee will be gone Dec 4 until Feb 1, 2003
- 11. Date and time of next meeting: December 12, 7 p.m.
- 12. Adjournment: 8:35 p.m.

Approved December 12, 2002

Scott Cunningham, chair

7 p.m., Thursday, December 12, 2002 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Scott Cunningham

2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Brian Howard

Absent: Lee Krumm (excused)

Also present: Mary Griswold, Milli Martin, Jason Miller, Tom Kizzia, Pete Roberts, Gary Kulesza

- 3. Public comment: Assembly member Milli Martin and Pete Roberts (P.O. Box 1, Homer) commended our efforts. General discussion of need for emergency vehicle driver training so outlying volunteers can drive KES vehicles to nearby incidents. See 8B.
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as amended to include Emergency Vehicle Operating Course as 8B,
- 6. Approval of minutes of November 21, 2002 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek design: Following extensive discussion and public input, board identified areas of concern with the design and cost estimate sent down by Scott Worthington this afternoon: choice of heat system, location of septic system, domestic and fire suppression water supplies, telephone/data system, and sprinkler system. Mary will write Scott Worthington. Gary Kulesza (60456 East End Road) suggested talking to local mechanical and electrical contractors to see what savings could be realized. Tom Kizzia (P.O. Box 467, Homer) said he was pleased with the relatively small footprint, subdued lighting, and not excessive building height. Gary pointed out that codes make commercial construction more expensive than what private homeowners may expect. Cost estimate is \$856,466 including sprinkler system, but no paint or tubing for radiant heat. Items such as landscaping, workbench, gear stations, shelving, commercial washer, air bottle racks, hose drier, and hose racks are not included in the estimate because they can be added later. By consensus, although disappointed at high cost of building a simple station, board approved proceeding with amended design and cost estimate to identify funding sources.

Management authority: postponed Training grounds: postponed

B. Brian Howard Quonset lease: Assembly approved the lease agreement with Resolution 2002-146. Mary will follow up with lease document with borough legal and planning. Dean Ravin signed his lease termination agreement effective January 15, 2003. Brian reported that the culvert is in for direct access to East End Road and the ambulance garage is under construction.

C. Class A engine

Red Deer report: Pat reported that he is pleased with new engine. He caught several items during his vehicle inspection on December 6, including insufficient front driveline clearance, missing duplex receptacles, and vulnerable storage for the telescoping lights, which are being corrected.

Delivery schedule: Engine will be ready soon. Lee, who is in Portland this month, will coordinate with John Laneville to arrange schedule to Bellingham ferry terminal and trip to Homer.

Lettering, equipment installation: Lettering may be done locally to accommodate logo design timeline. Radios and tool brackets will be installed and tires studded when the engine gets to Homer. We will try to fit in City Public Works schedule, but they may be too busy, in which case we will have to schedule elsewhere. To be decided later.

D. Darley fast Attack engine was approved by Mayor Bagley for purchase. We do not yet have a delivery schedule. Pat has asked Guse to get some of the equipment to United Fire Service to come up on the Class A to relieve load on fast attack.

Ladder rack: we will build it here because \$2,500 is too much to pay them to do it and it will take up space necessary to transport equipment (some of which is for Class A engine) to Homer.

Lettering, equipment installation: to be arranged after engine gets to Homer

E. Water tank car placement

Tank easements/driveway permits: John Smith is still working on site plan with John Glanville who wants a 60 foot culvert instead of the 40 foot one as now indicated. He doesn't want the fire truck blocking access to rest of property while filling at the tank. It is not clear whether DOT will approve a longer culvert. As soon as this easement is complete, we are ready to apply for driveway permits for both sites.

RFP: to follow driveway permits

Publicity for State Forestry: to follow installation

- F. ETT Training: schedule/location/instructors/materials: in progress by Marge
- G. Logo contest: deadline January 15. Brian sent press releases to local radio and newspapers.
- H. Code Blue repeater site grant due December 31: ProComm is researching Tener site on Skyline Drive; Mary to coordinate grant request as soon as cost estimate is established.
- I. Code Blue ambulance/ Ninilchik ambulance: postponed. Scott to contact Sue Simmonds.
- J. VFA grant purchases, first response bags; LP 10 case: in progress. Scott to price bags.
- K. Manikin grant: publicity: postponed pending ever delayed receipt of manikins.
- L. HVFD strategic planning: no schedule set yet

8. New Business:

A. City of Homer contract: By consensus board approved sending a letter to the city requesting that due to holidays, meeting schedules, and changes in city administration, we delay contract negotiations until after the first of the new year. Mary will draft letter for Scott's approval and signature.

B. Emergency Vehicle Operating Course (EVOC): by consensus approved sending a letter to HVFD requesting a class soon. Response time is frequently delayed because there are not enough trained drivers. With additional KES vehicles coming on line in January, it is especially important to train volunteers living near the vehicles to expedite response. The course requires only 8 hours and HVFD volunteers have expressed interest in becoming qualified drivers. Scott will send letter. Milli requested a copy be sent to Sue Hecks.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: January 2, 2003, 7 p.m.
- 12. Adjournment: 9:50 p.m.

Approved January 2, 2003 Scott Cunningham chair

3

7 p.m., Thursday, January 2, 2003
Borough Office Building
206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Marge Tillion, Brian Howard

Absent: Lee Krumm (excused)

Also present: Mary Griswold, Dan Miotke, and Colette Thompson (by teleconference for item 7F).

- 3. Public comment: none
- 4. Correspondence: VFA forestry grant application; Class A acceptance paperwork
- 5. Approval of agenda: by consensus as amended to add VFA grant as 8A.
- 6. Approval of minutes of December 12, 2002 meeting: by consensus as presented.
- 7. Unfinished business:

A. McNeil Canyon station

Bezek design: final schematics and cost estimate to be delivered by January 17th. Mary will request that if convenient, they be delivered by the 16th for next meeting.

Funding options: Mary will draft a letter of inquiry for the Rasmuson Foundation. Pat will check with a contact he knows.

Operating expenses: discussion regarding heat and electricity. Radiant heat is more efficient than electricity. HVFD spends \$16,000 per year for electric heat and lights.

Management authority: Mary will check again with Roy Dudley.

Training grounds: postponed

B. Brian Howard Quonset lease: Brian waiting for borough planning to e-amail amended lease for his signature.

C. Class A engine

Delivery schedule: to arrive Saturday January 4, 1:30 p.m. Pat to check availability of Northern Enterprises storage until Brian's garage is available.

Lettering, equipment installation: Rob Jones can do lettering. City public works has a full schedule and cannot work on this rig soon. Pat will check if he can work on it after hours there. Tires must be studded, radio installed, equipment mounted, hose pressure tested. We also need SCBAs on the engine to be operational. Pat pointed out that we were waiting to see what type HVFD would order to replace their older air packs so we could maintain compatibility.

D. Fast Attack engine

Delivery schedule: mid February

Lettering, ladder rack, equipment installation: postponed pending arrival. Glenn's Welding, Bay Welding, Edwards Welding are possibilities for ladder rack.

E. Water tank car placement: postponed pending John Smith's return January 6. If Glanvilles won't approve site plan by end of January, we will contact Tulins again.

Driveway permits/RFP/Publicity for State Forestry: to follow Diamond Ridge easement

KESA minutes 1/02/03

F. Homer contract: Borough attorney Colette Thompson participated in discussion of this item by teleconference. Borough mayor Bagley reviewed our proposed letter to the city requesting that service continue while we discuss contract changes. He preferred that we sign a new contract extending the existing contract for 6 months for \$95,904 based on 1/2 of 24.7% of the FY03 HVFD budget Drathman gave him. Bagley was very concerned that a contract be in place before January 1. He and Drathman signed this contract extension on December 31. Bagley was reluctant to propose a three-month contract because the new city manager would feel pressed to deal with it so soon after being hired.

Colette encouraged the board to approve this agreement provided that our concerns are addressed. Discussion of specific concerns followed. The lack of qualified drivers occasioned by the department's reluctance to provide driver training has often delayed ambulance response. There is no provision in the contract fee calculation to compensate for KESA's equipment as it comes on line. There is question whether the current fee basis is reasonable.

Cunningham/Howard moved to approve the new contract as signed by Bagley and Drathman provided that (1) negotiations for a new contract begin by the end of February, (2) the city immediately provide an emergency vehicle operating course (EVOC), and (3) the city provide personnel and space for timely training to integrate KESA's new units in the system. Unanimous. This contract must now be approved by the Homer City Council and the Borough Assembly.

- G. ETT Training: schedule/location/instructors/materials: Marge will write letter requesting participation that the Vosnesenka school secretary will send home with students next week.
- H. Logo contest: deadline January 15. One entry received today.
- I. Code Blue repeater site grant: request for \$25,415 submitted on December 31.
- J. Code Blue ambulance/ Ninilchik ambulance: postponed pending Scott's contact with Sue Simmonds.
- K. 3 first response bags; LP 10 case: Scott is working on these. Physio case is temporarily out of stock. New chain saws need to be broken in: Marge will pick them up and deliver other 2 to Homer Saw for tuneup.
- L. Manikin grant: publicity: impatiently postponed
- M. EVOC: see F above.
- N. HVFD strategic planning: no schedule yet
- 8. New Business:
- A. VFA 2003 grant: due March 15. Mary will ask Ric Plate if SCBAs are appropriate for funding under this program. Marge will inventory our wildland equipment and identify needed items.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Borough budget meeting January 13, 10 a.m. in Soldotna (Mary to attend)
- 11. Date and time of next meeting: January 16, 7 p.m.
- 12. Adjournment: 9:10 p.m.

Approved January 16, 2003

Scott Cunningham, chair

KESA minutes 1/02/03

7 p.m., Thursday, January 16, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Brian Howard Absent: Lee Krumm, Marge Tillion (both excused)

Also present: Mary Griswold, Jason Miller

- 3. Public comment: none
- 4. Correspondence: one logo design
- 5. Approval of agenda: by consensus as amended to include Firefighter 1 class and FEMA 03 grant opportunity as 8 B and 8C respectively
- 6. Approval of minutes of January 2, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek design: final schematics and cost: Bezek is working on our list of questions. Mary met with borough public works Rob Robson and John Smith whose comments generally supported our concerns.

Funding options/Management authority/Training grounds: Roy Dudley and now Paul Ostrander are again working on management authority. Jeff Sinz reviewed with Mary last Monday the cost of borrowing money externally and internally to build station. By consensus the board agreed to pursue grant options this year and then reconsider borrowing options.

B. Brian Howard lease is signed.

C. Class A engine

Lettering is postponed pending approved logo, equipment installation is in progress and will be discussed with HVFD personnel on Tuesday, tires are studded

By consensus, the board approved Lee Krumm reimbursement of \$486 from account 43210 for Engine 21 ferry tickets to Homer and his mileage to get firefighting equipment to Bellingham terminal

SCBAs, tarps, fan, mallet, extension cords, playpipe tips, first aid kit, tool box, gas tanks are some items needed on Engine 21 to go in service. List to be reviewed with HVFD Tuesday. Brian will research refurbished Scott SCBAs

Pat will research air compressors to help decide what size we should purchase.

D. Fast Attack engine

Delivery schedule/Lettering, ladder rack, equipment installation: rig should leave WI factory tomorrow. Jim Guse had trouble lining up a flatbed during holidays, but is trying make February 8 ferry schedule. Hose is expected soon.

KESA minutes 1/16/03

E. Water tank car placement

Tank easements/driveway permits: John Smith has been urged to get site plan from Sam McLane to Glanville so we can find out very soon if it will be acceptable or not. If not, we will pursue alternate site up and across Diamond Ridge Road. We need to get this project moving.

RFP/Publicity for State Forestry: postponed pending easement

F. Homer contract negotiations

General discussion about EVOC, training, strategic planning, fee adjustment, and communications liaison. We will develop proposals for next contract as soon as we know when our new apparatus will be in service. Assembly will consider latest contract renewal, including our recommendations, at its meeting next Tuesday.

- G. FY04 budget: a board approved budget including department function, travel and subsistence, dues and subscriptions is due by March 7. Board proposed preliminary allocation of funds. Mary will prepare spreadsheet and associated paperwork for review at next meeting.
- H. ETT Training: schedule/location/instructors/materials: Brian reported that Marge is working on this. It may need to go a little faster.
- I. Logo contest: deadline was January 15. Two entrants. Board agreed that the concept presented by Bob Jones could be modified to suit. Pat Johnson will follow up.
- J. VFA 2003 grant request due March 15: SCBAs are not appropriate request item. General discussion of needs. Pat to check on fold-a-tanks, Brian to check on State Forestry supplies. K. Ninilchik ambulance: postponed
- L. 3 first response bags; LP 10 case: by consensus, the board approved ordering up to 4 response bags depending on availability of 2 from HVFD and the LP 10 case
- M. Manikin grant: publicity: postponed but coming soon
- 8. New Business:
- A. Medic 4: pedi-mate, inventory needs, dead battery: board reviewed HVFD report and by consensus recommended that repairs should be entered through HVFD procedures. Mary will check for missing items and will ask Bob which model of needed items he prefers.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Scott to attend KPEMS meeting tomorrow by teleconference
- 11. Date and time of next meeting: January 30, 7 p.m.
- 12. Adjournment: 10:35 p.m.

Approved Lannary 30, 2003

3 CON CONTINUES COM, COUNT

7 p.m., Thursday, January 30, 2003
Borough Office Building
206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Brian Howard

Absent: Lee Krumm, Marge Tillion, both excused

Also present: Mary Griswold; Craig Chapman and Cathey Wallace for budget portion; 1 public

- 3. Public comment: none
- 4. Correspondence: logo submissions to be included under 7B.
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes o January 16, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek design: final schematics and cost will be ready soon: architects are putting radiant heating system back in, which takes some readjustment to latest floor plan.

Funding options/Management authority/Training grounds; postponed

B. Logo: by consensus board approved a design by Don Henry with modifications (faux gold leaf lettering, rosy northern lights, and rearrangement of some lettering) for the vehicles and a second by Rob Jones with modifications (shape of a halibut and including fire/ems) for a patch. Scott will provide both with sightseeing tours. Pat will followup to get the designs perfected and produced.

C. Engine 21

Lettering (\$642 available), SCBAs, tarps, fan, mallet, wrenches, extension cords, playpipe tips, first aid kit, tool box, gas tanks, air compressor: board approved by consensus an equipment list and budget revisions of \$11,200 to bring both engines into NFPA compliance and to HVFD's standards for service.

Pat Johnson work purchase order: by consensus board approved a PO for \$5,000 to the City of Homer to cover Pat's anticipated work on Engine 21 and the fast attack engine.

D. Fast Attack engine

Delivery schedule/lettering, ladder rack, equipment installation: anticipate February 15 ferry departure from Bellingham; Odin Foam to coordinate with Lee Krumm.

E. Water tank car placement

Tank easements/driveway permits: postponed; Mary is working with Sam McLane for final site plan to present to Glanville.

RFP/Publicity for State Forestry: postponed

- F. Homer contract negotiations: EVOC, training, strategic planning, fee adjustment, liaison: postponed, but items are in progress.
- G. FY04 Budget due 3/7/03: BOROUGH FINANCE PRESENTATION: Craig Chapman and Cathey Wallace presented an overview of borough budget procedures and requirements for KESA budget preparation. Board reviewed draft 04 budget as amended last meeting, with further discussion postponed to next meeting.
- H. ETT Training: schedule/location/instructors/materials: Brian to check with Marge to clarify class schedule and materials.
- I. VFA 2003 grant request due March 15

Hose, fold-a-tanks, hand tools, binoculars, GPS, fuel cans, chain saw bags, streamlights, flashlights, chain saw accessories: Marge is compiling list and prices

- J. Ninilchik ambulance: Scott confirmed that the available ambulance is not appropriate for our needs.
- K. Medical supplies; oxygen bags; LP 10 case: DONE
- L. Manikin grant: publicity: postponed
- 8. New Business:

A. FEMA 03 grant: will be due April 1. General persuasion is to go for a vehicle, either fast attack or class a, to be decided closer to deadline after we have two units in service.

- B. Commissioning CES Medic Unit: Brian would like to get a medic unit in service in western portion of service area. The CES ambulance has a gurney, siren, and oxygen regulator. Discussion of timeline followed by consensus to wait until next fiscal year because necessary equipment exceeds available funds and we may receive grant for new ambulance.
- 9. Comments of the audience: Jason Miller expressed concern that our airpacks will have a different pressure setting than those of HVFD. Brian assured him they were compatible.
- 10. Board comments, announcements, future agenda items:
 KPEMS teleconference March 14, 10 a.m.: Scott to attend
 Scott will be gone February 8 to March 6
 Pat will be gone March 15 to March 22
- 11. Date and time of next meeting: February 20, 2003, 7 p.m.

12. Adjournment: 10 p.m.

Approved February 20, 2003

Muson, vice-chair

7 p.m., Thursday, February 20, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson.
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion (at 8:30 p.m.), Brian Howard Absent: Scott Cunningham (excused)

Also present: Mary Griswold; Maynard Kauffman, HVFD duty officer; 1 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as amended to include brush truck numbers and maintenance schedule as 8A.
- 6. Approval of minutes of January 30, 2003 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station

Bezek design: the final schematics and cost estimate for the proposed McNeil station were reviewed and by consensus accepted. Some questions remain on specific features such as the under floor water reservoir and will be further researched as the project proceeds.

Management authority: Dan Canetta from borough planning has prepared the transfer of management authority for the McNeil station parcel to KESA and will send paperwork for Scott to sign.

Funding options: to be pursued

B. Engine 21

Lettering was completed in time for the Winter Carnival Parade and received rave reviews. Equipment and SCBAs orders are progressing.

File cabinet for maintenance records: by consensus board approved spending up to \$120 for a file cabinet to be kept at Homer Public Works so Pat can properly file KES maintenance records. Brian may have a suitable cabinet to donate for this purpose.

C. Fast Attack engine

Delivery schedule: Leave Bellingham February 28 and arrive Homer March 8. Lee will coordinate delivery with ferry office in Juneau.

Number: by consensus board approved designating this vehicle as Engine 22. Medic 4 will become Medic 24; vehicles on the west side of service area will be similarly designated with a 3 as first numeral.

Lettering, ladder rack, equipment installation: postponed pending arrival

D. Water tank car placement

Tank easements/driveway permits: Mary mailed to John Glanville the revised site plan Sam McLane prepared which provides the widest driveway and longest culvert allowed. If

Glanville approves, the driveway permit applications will be filed. If he does not, we will look at an alternative site.

RFP/Publicity for State Forestry: postponed pending installation

- E. Homer contract negotiations: Maynard Kauffman, duty officer at HVFD, attended the beginning of tonight's meeting to consider, at Pat's request, becoming a liaison between KESA and HVFD. Board stressed need for better communications. Maynard will discuss this situation with HVFD chief Painter and report to our next meeting. Other previously identified issues to pursue in future discussions with Homer management include EVOC, new engine training schedule, strategic planning, fee adjustment, potential west side service cooperation. By consensus, board approved writing a letter to new city manager expressing our desire to begin discussions soon to avoid 11th hour pressure to have a new contract in place. Mary will draft letter for board member review. Board will meet next week to develop discussion points and meeting schedule.
- F. FY04 Budget due 3/7/03: by consensus board approved preliminary budget of \$297,082 as developed over past two meetings.
- G. ETT Training: schedule/location/instructors/materials: Marge will hold a preliminary meeting of all interested students for February 25 to set class schedule. She purchased some of the training materials in Anchorage, for which she needs reimbursement from KPEMS training grant and will purchase books and other supplies soon.
- H. VFA 2003 grant request due March 15

Board approved by consensus requesting funding for 2 500-gallon fol-da-tanks, 2 portable pump vests, 800 feet of two weights of 1 3/4" hose, two 2.5 hp Honda pumps, two 2-gallon gas cans, 4 spare chain saw chains, and bolt cutters at a total cost of approximately \$5,000 of which we will pay half.

Forestry loaner supplies: Brian presented a list of supplies available from state forestry in Soldotna. He will pick up appropriate supplies for the two brush trucks.

- I. FEMA 03 grant request: postponed
- J. Manikin grant: publicity: postponed
- 8. New Business:

A. Brush truck numbers: by consensus board approved Brush 25 and 35 following system developed under 7C. One brush truck will be stationed in east side, one in west side of service area. Pat will schedule pre-season maintenance per State Forestry requirements. Board approved by consensus spending up to \$120 to buy magnetic signs for the brush trucks. Brian will coordinate.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

 Lee will miss next meeting to deliver Engine 22 to Homer

 KPEMS meeting March 14, 10 a.m.
- 11. Date and time of next meeting: February 27, 7 p.m.

12. Adjournment: 9:40 p.m.

Approved February 27, 2003 Taway Alvagor Patrick Johnson, vice chair

KESA minutes 2/20/03

7 p.m., Thursday, February 27, 2003

Borough Office Building
206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson for general discussion before quorum was established with Marge's arrival.
- 2. Roll call:

Present: Pat Johnson, Marge Tillion (at 8:15), Brian Howard Absent: Scott Cunningham, Lee Krumm (both excused) Also present: Mary Griswold, Maynard Kauffman

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with addition of 8A.
- 6. Approval of minutes of February 20, 2003 meeting: by consensus as presented
- 7. Unfinished business:

A. Homer contract negotiations: Consensus that the contract fee is too high led to considerable discussion on how to reduce it. By consensus, board agreed that call volume is fair basis for fee. Mary will let borough administration know that we want to meet with them to discuss our position before meeting with city representatives. Board sent letter to new city manager last Monday asking that negotiations begin soon and that we also discuss opportunities for cooperation in the western portion of KESA and nearby portion of the city.

- 8. New Business:
- A. Station signage: by consensus board approved spending up to \$50 for materials for a sign for Quonset if high school shop students will make it. Brian to follow-up.
- 9. Comments of the audience: Maynard Kauffman is willing to serve as information liaison to HVFD. He and we will re-evaluate position in April. He does not want to be involved in the negotiations. He will ask Chief Painter about EVOC schedule. He would like access to borough GIS maps to use for a fire training program. Mary and he will ask Gwen when Mary gets back.
- 10. Board comments, announcements, future agenda items:
 Brian urges us to buy 2 Stryker stair chairs when we can afford them because they are so much easier to use and easier on responders' backs. He would like HVFD to offer KESA first refusal on surplus equipment. He pointed that lack of ambulance drivers is a liability issue and has delayed response by Medic 24 in several instances already.

Pat reported that E-22 manuals are ordered. He will demo E-21 and E-22 for Scott Elmer and Steve Boyle in anticipation of organizing engineer training before manufacturers' representatives come for specialized operating training.

Marge urged us to clarify KPEMS reimbursement procedures before next grant. The ETT class has begun and is scheduled for Monday, Tuesday, Friday, and Saturday at the Voznesenka school. She encouraged us to participate to introduce ourselves to area residents.

Mary will be gone until March 12, 2003.

- 11. Date and time of next meeting: March 13, 7 p.m.
- 12. Adjournment: 9:05 p.m.

Approved March 13, 2003

Pat Johnson, vice chair

7 p.m., Thursday, March 13, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson
- 2. Roll call:

Present: Scott Cunningham (at 8 p.m.), Pat Johnson, Lee Krumm (by teleconference),

Brian Howard

Absent: Marge Tillion (excused)

Also present: Mary Griswold, 1 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus after including a budget adjustment under 7B, EVOC under 7E, and brush trucks in service under 7G.
- 6. Approval of minutes of February 27, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Management authority ready: Scott to sign: not yet received from borough. Mary will check on it

Funding options: postponed pending Pat's contact with Colleen

B. Engine 21

SCBAs are on their way via truck, hose is ready to load next week at HVFD File cabinet for maintenance records: Pat will use either the KESA cabinet at borough office or the one from Brian Howard, depending on space availability.

Howard/Johnson motion to approve budget adjustments to cover United Fire Service invoice for pre-construction conference, unanimous.

Reduce personal services \$800, office supplies \$300, borough PW car allowance \$200, advertising \$382, and contingency \$900 to increase transportation \$2582.

C. Fast Attack engine

Arrived Saturday, March 8 and has been at Homer public works for equipment installation and lettering. Ladder rack installation will be postponed pending design modifications and funding availability.

Howard/Johnson motion to approve PO for \$4600 to City of Homer to cover remaining equipment installation and brush truck pre-season maintenance by Pat Johnson: unanimous

1

KESA minutes March 13, 2003

D. Water tank car placement

Tank easements/driveway permits: Mary sent Glanville his easement; waiting for its return before we can proceed with driveway permits

RFP/ Publicity for State Forestry postponed pending signed easement and driveway permits

- E. Homer contract negotiations: no response to date to our letter to city on February 24. Mary will call tomorrow. Brian reported that HVFD EVOC is scheduled for utility vehicles only, not ambulances. We will stress importance of ambulance driver training at negotiations.
- F. ETT Training: schedule/ reimbursement procedures: 30 students are in the class, which is a very good turnout. Sue Hecks sent Marge the reimbursement paper work. Brian will check with instructor Patty Murray to make sure she has submitted the course approval form to Southern Region and received approval. Gil Mayforth reported that he will be teaching the CPR for the class.
- G. Forestry loaner supplies: Brian contacted forestry; supplies are not ready for release yet.

 Mary will contact Ric Plate to make sure we are authorized to put second brush truck in service. Pat will schedule pre-season maintenance. B-35 needs a pump, plumbing, and battery.
- H. FEMA 03 grant request: grant due April 4. By consensus, board approved requesting \$197,000 for a class a engine similar to Engine 21.
- I. Manikin grant: publicity: postponed pending receipt of manikin
- J. GIS files: Mary will contact Maynard Kauffman to request from Gwen
- K. Station signage: Brian has contacted high school about making signs in shop class, waiting response
- 8. New Business: none
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: KPEMS teleconference March 14, 10 a.m.: Brian to attend Budget review meeting March 25, 2:30 p.m.: Mary to attend
- 11. Date and time of next meeting: March 27, 7 p.m.
- 12. Adjournment: 8:30 p.m.

Approved March 27, 2003

Scott Cunningham, chair

7 p.m., Thursday, March 27, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Brian Howard

Absent: Marge Tillion (excused)
Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with the addition of Repeater request as 8C.
- 6. Approval of minutes of March 13 meeting: by consensus as presented
- 7. Unfinished business:

A. McNeil Canyon station

Management authority: after a long development process in borough planning, Paul Ostrander informed Mary that this document was not necessary and has no precedent. The station site was and will continue to be borough property and is classified for government purposes intended for a KESA fire station.

Funding options: Scott learned of an opportunity to apply for construction funding from the Denali Commission's multi-use facility grant program. We qualify for applying because we receive state revenue sharing. We are over the preferred population limit of 2500, but that may be waived. The multi-use combination would be fire hall and community hall. A community hall is an appropriate use for the future addition we planned for one side of the fire station. Projects that are ready for construction receive priority. Mary will check if "construction ready" means ready to bid or ready to dig and talk to Scott Worthington about design update to include the addition in the schematics. Mary will talk to John Smith about when we could expect construction drawings (and whether that requires a new rfp process) and be ready to go to bid.

Krumm/Howard to approve proceeding with Denali Commission grant proposal. Building this fire station is a high priority in our strategic plan for enhancing services and is slated for construction as soon as sufficient funding is acquired. A community hall attached to the fire station is a compatible use and together they will enhance community infrastructure while consolidating construction and operating expenses to save money. KESA will assume maintenance and operating responsibilities for the facility and has the financial resources to do so. 4 yes, 0 no, 1 absent.

B. Engine 21

SCBAs, air compressor, equipment, manuals: SCBA delivery is delayed until early Apri compressor is ready for hookup, most equipment is installed and the overhaul manual is on order. Additional equipment purchases are on hold until we see what is most necessary.

File cabinet for maintenance records: Scott will see if he has a spare before we purchase one for Pat to use at city public works to store the growing accumulation of maintenance records for our vehicles.

Training March 28, 29: John Laneville will be here to conduct engineer training after which E 21 will be in service at Mile 13.6 East End Road.

C. Fast Attack engine

Ladder rack, equipment installation, manuals: Pat installed radio, extinguishers. Pump heater is on its way; winch does not work, miscellaneous equipment to be fitted soon.

Training to be April 18 and 19. We will invite Port Graham, Anchor Point, Seldovia, and Nanwalek firefighters to attend.

D. Water tank car placement

Tank easements/driveway permits: Paul Ostrander at borough planning will submit permit applications to DOT on Monday.

RFP: is in progress with John Smith at borough public works. East End Services, Klapp, Gregoire, Rozak, Twin Peaks, Jeff Middleton, and Roy Morris are potential contractors.

Publicity for State Forestry: postponed pending installation

- E. Homer contract negotiations: fee, training, west side planning: Mary called city manager after receiving no reply to board's letter of February 24. He recommended a meeting at HVFD on April 10 at 3 p.m. to be attended by fire chief, city manager, and KESA representatives to discuss contract locally before taking to borough. By consensus, approved sending board members Scott Cunningham and Pat Johnson. Mary will also attend. Jeff Sinz recommended at budget meeting that the city mayor appoint a city council member to attend future meetings. He agreed with approach to work on contract locally, but borough administration will be ready to help if we need him or Colette.
- F. FY04 budget survived the first review with borough finance and mayor on March 25.
- G. ETT Training: course approval/reimbursement procedures: course approval paperwork was filed in a timely manner. Sue Hecks has reimbursement check ready for Marge. 28 students will graduate on Saturday. Board members are very pleased at interest and commitment of Voznesenka residents who completed the course and commend Marge and Patty for their efforts. Mary will contact newspapers and Marge to coordinate publicity.
- H. Forestry loaner supplies/ brush trucks in service: postponed pending forestry release of supplies
- I. FEMA 03 grant request: narrative reviewed and approved. Bill Morse also reviewed draft and made many good recommendations. Mary will submit proposal by Monday.
- J. Manikin grant: publicity: postponed
- K. GIS files: Chris Clough agreed to send desired files to city GIS department for HVFD training with fire simulation program.
- L. Station signage: in progress. Brian donated 3 pieces of lumber; high school shop will design and create signs.

- 8. New Business:
- A. Empty storage unit by April 2, 2003: Scott, Pat, Lee, and Mary will do tomorrow.
- B. SB63, relating to a municipality's authority to tax in initial period following annexation: for information purposes only, Mary reported that she was asking borough and city to support this legislation.
- C. Repeater request: Ronni Sullivan of Southern Region EMS Council told Scott that our request is on a faster track for funding provided we submit a longer narrative describing need, service area, results, etc. and specify a digital repeater. Mary will send requested materials tomorrow.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: KPEMS teleconference May 9th, 10 a.m. in Soldotna
- 11. Date and time of next meeting: April 10, 7 p.m.
- 12. Adjournment: 8:30 p.m.

Approved April 10, 2003.

Scott Cunningham, chair

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7 p.m., Thursday, April 10, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by vice-chair Pat Johnson
- 2. Roll call:

Present: Scott Cunningham (at 7:20), Pat Johnson, Lee Krumm, Brian Howard

Absent: Marge Tillion (excused)

Also present: Mary Griswold, Milli Martin, 1 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of March 27, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Denali Commission proposal: borough assembly will consider Resolution 2003-40 to proceed with grant request at its April 15 meeting. Grant deadline is April 30.

B. Engine 21 is in service.

SCBAs, air compressor, equipment, manuals: shipment of new airpaks is delayed, but promised to ship by April 20; HVFD loaner airpaks are on board; air compressor needs mounting and electrical hookup (Pat and Brian); Pat is working with John Laneville to get all the manuals. Pat put in 144 hours on E-21 for which we should receive a bill soon.

File cabinet for maintenance records: Thanks to Brian and Anchor Point Volunteer Fire Department we have resolved the filing cabinet dilemma.

C. Engine 22

Ladder rack, equipment installation, manuals: Pat has mounted airpaks, streamlights, extinguishers. Hose to be loaded at training. Larry from Odin-Foam will bring new winch motor to training.

Training April 18 (6-10 p.m.) and 19 (9 a.m.- 5 p.m.) at HVFD. Anchor Point, Seldovia, Nanwalek, and Port Graham firefighters have been invited.

D. Water tank car placement

Tank easements/driveway permits: in progress

RFP: in progress by John Smith at borough public works

Publicity for State Forestry: pending project completion

E. Homer contract negotiations: fee, training, west side planning: Scott, Pat, and Mary met with HVFD chief Painter, city manager Wrede, and city finance director Baugh this afternoon.

Discussion items included: contract fee adjustment for KESA equipment recently in service: structural value is not a reasonable basis for EMS service; KESA concern that significant ambulance service revenue is not recognized in HVFD budget; general agreement for simpler contract formula and a longer term agreement; KESA concerns about inadequate number of ambulance drivers; general interest in working together to improve service to western service area and newly annexed territory above downtown. A mil-rate approach generated interest because it is simple and has a history of success with Kachemak City. Meeting concluded with agreement that KESA board would discuss options at tonight's meeting and consider offering a suggestion to city manager without scheduling another meeting now. Scott presented the above meeting summary to board. Discussion followed. Consensus that basing fee on call volume is a good approach. Call volume is a measure of activity and is a particularly better basis for EMS than is the current basis of property improvements. The city has consistently interpreted this to mean pay per call, which it is not. Mil rate approach gathered support because it has worked satisfactorily for Kachemak City. We are currently paying what amounts to 1.08 mils. Consensus that we can credibly justify a lesser rate than Kachemak City because HVFD's effective response capability to the service area is generally less and because KESA provides more equipment than Kachemak City and has committed itself to ongoing expansion of its equipment inventory. Consensus that .75 mil on taxable assessed value of service area real property is the appropriate contract fee and that it would be helpful to get on a January cycle. Krumm/Howard motion to send the city manager a proposal for an 18-month contract, subject to borough assembly approval and appropriation of funds, based on a .75 mil levy. 4 Yes, 0 No, 1 Absent.

- F. FY04 budget: Milli Martin requested a budget update: we provided her with budget summary as approved at March 25 meeting with finance and mayor.
- G. ETT Training: reimbursement; KPEMS publicity: we neglected to acknowledge KPEMS for the grant in the newspaper articles about the class. Mary will send letter of thanks to Sue Hecks and editors of newspapers.
- H. Forestry loaner supplies/ brush trucks in service: forestry supplies may be delivered tomorrow. Pat to check Brush 25 and 35 as soon as time permits, including radio (25), battery (35), and pump (35) so we can get these in service.
- I. Station signage: postponed pending high school action
- J. Manikin grant: publicity: postponed

8. New Business:

A. KPB Ordinance 2003-14: Milli Martin presented the ordinance proposing to amend KPB code to remove a provision that requires voter approval before the assembly can raise the mil levy in certain service areas, including KESA. She explained that the assembly has a responsibility to see that the service areas do not spend general funds and will, in fact, raise a service area mil levy if necessary without voter consent. The purpose of this ordinance is to remove misleading language in the code. Discussion followed: in the case of KESA, voters approved its creation, both in the petition phase and at the election booth, with the understanding that they would maintain control over tax increases. The assembly approved Ordinance 2000-29 authorizing its formation, including the provision requiring voter approval for tax increases. Perhaps the

offending language could be deleted from future ordinances and the rights of existing service area voters could be "grandfathered" or amended by an affirmative vote.

Howard/Krumm: motion to oppose the assembly amending KPB 16.20.020 regarding KESA. 4 Yes, 0 No, 1 Absent. The voters would feel betrayed. Ordinance 2002-29 was part of the ballot proposition they approved to create KESA. We made a covenant with the voters to work within the budget or obtain their approval before increasing the levy.

- 9. Comments of the audience: none
- Board comments, announcements, future agenda items:
 KPEMS teleconference May 9th, 10 a.m. in Soldotna
 Brian recommended working with HVFD to create a class of wildland firefighters,

Brian recommended working with HVFD to create a class of wildland firefighters, separate from structural firefighters, with its own training schedule; and working with forestry to hold a red card class in Voznesenka. He will discuss this class with forestry.

- 11. Date and time of next meeting: Thursday, May 24, 7 p.m.
- 12. Adjournment: 9:20 p.m.

Approved April 24, 2003

Scott Cunningham, chair

7 p.m., Thursday, April 24, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7:10 p.m. by vice-chair Pat Johnson
- 2. Roll call:

Present: Scott Cunningham (7:30 p.m.), Pat Johnson, Lee Krumm, Brian Howard

Absent: Marge Tillion (excused)
Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: gracious thank you from Anchor Point Volunteer Fire Department for Brian Howard's recent assistance on an Anchor Point emergency call.
- 5. Approval of agenda: by consensus as amended to include 1st Quarter Activity Report
- 6. Approval of minutes of April 10, 2003 meeting: by consensus as presented with technical amendments.
- 7. Unfinished business:

A. McNeil Canyon station

Denali Commission proposed: submitted yesterday for \$993,661 of total project cost of \$1,352,610. We should hear if we qualify for first round by mid May. Second round decision is in late July. Yesterday, Bezek Durst Seiser submitted a price of \$101,427 to complete construction drawings for John Smith to review. No word from John yet.

B. Engine 21

SCBAs, air compressor, equipment, manuals: SCBAs came, went, and are on their way again due to delivery location conform. Air compressor awaits installation. Manuals and equipment are progressing.

C. Engine 22

Ladder rack, equipment, manuals: in progress; Nomar will make a hose bed cover at \$175 estimated cost, which is necessary whose because it will not stay in place without being covered.

Maintenance PO: Pat has 102 hours in Engine 22 installing equipment and anticipates 27 hours preparing Brush 25 and Brush 35 for service. This will exceed the Purchase Order for these purposes.

Krumm/Howard to approve adget revisions to request \$2500 PO for the remaining work: 4 yes, 0 no, 1 absent:

Decrease 42220 Media | Supplies \$1000 42230 Fuel, Oil, Lubricants 200

48760 Firefi ming minor equipment 1300

Increase 43750 Vehicle maintenance \$2500

LN Curtis order \$550:postponed

Training report: training went well for 6 engineers last Saturday.

D. Water tank car placement

Tank easements/driveway permits: Permits are in the mail according to Roy Dudley RFP: postponed because John Smith has been swamped with another project. He promises to work on it very soon.

Publicity for State Forestry: pending project completion

- E. Homer contract negotiations: fee, training, west side planning: pending response to our contract proposal dated April 14, 2003.
- F. ETT Training: reimbursement; KPEMS publicity: project completed
- G. Forestry loaner supplies/ brush trucks in service: supplies are in Homer. Brian to pick up. Pat installed our tank and pump on B-25. Brush 25 will be in service at McNeil station; Brush 35 will be in service at Scott Cunningham's house as soon as temperatures remain above freezing so we can fill tanks.
- H. Station signage: in progress at high school shop
- I. Manikin grant: publicity: postponed
- 8. New Business:
- A. Forestry Red Card class at Voznesenka: State forestry is willing to conduct class during last week of May and would appreciate a resolution of request from KESA. Howard/Krumm motion to request State Forestry to conduct a red card class at Voznesenka for

anyone interested in helping fight wildland fires. 4 yes, 0 no, 1 absent.

B. First Quarter Activity Report

6 EMS calls in KESA of 86 total = 7%

7 fire calls in KESA of 34 total = 21%

13 combined calls in KESA of 120 total = 11%

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:

KPEMS meeting on May 9th, 10 a.m. in Soldotna: Scott to attend

Brian will be gone May 1-21

Mary will be gone May 8

- 11. Date and time of next meeting: May 15, 7 p.m. unless a special meeting is required to review City of Homer contract
- 12. Adjournment: 8:30 p.m.

Approved May 1, 2003

Scott Cunningham, chair

KESA minutes April 24, 2003

7 p.m., Thursday, May 1, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Brian Howard

Absent: Marge Tillion (excused)
Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of April 24, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Bezek construction drawings and specifications proposal: John Smith considers Bezek Durst and Seiser's \$101,427 fee proposal reasonable for remaining construction design development through construction administration for the McNeil fire station and community hall. He noted the benefits of continuing with this firm because they did the schematics and understand our goals. If the board approves continuing with BDS for stamped construction drawings and specifications, John will request Mayor Bagley's approval of a sole source contract. If the mayor agrees, John will proceed with final negotiations and a contract.

Cunningham/ Johnson motion to proceed now with Bezek, Durst, and Seiser for construction drawings and specifications for the McNeil Canyon fire station and community hall. Discussion: If we plan to build within five years, it is good to proceed to construction drawings because it will make grant funding more likely. Plans will also be necessary for bonding or for a borough construction loan. If we don't get grant funding, we can scale back the construction drawings to build only the station, leaving the additions for future funding. \$100,000 is a lot of money to spend for design of a pre-engineered building. If we can't get grant funding soon, we should reconsider leasing instead of building because construction at Davis Bacon wages is very expensive. If we don't fund the station within five years, the plans will have to be redone, at additional expense. Motion approved 3 yes, 1 no (Howard), 1 absent (Tillion). Board encourages John Smith to try hard for a cost reduction, preferably to about \$90,000. This is a lot of money to spend no matter what the source. Brian noted that we should upgrade the phone line capacity in case the facility is used as an emergency command center.

B. Water tank car placement

RFP: postponed pending John Smith's completion of paperwork. Diamond Ridge tank will go in first, then Skyline tank.

- C. Homer contract negotiations: fee, training, west side planning: Homer City Manager Wrede will respond to our letter of April 14 by May 15.
- D. Brush truck locations: Pat raised concern about Brush 25 being outside unattended at the McNeil station especially while Brian is gone. We will station it at Pat's house until Brian returns.
- 8. New Business:
- A. Mansfield water bladder: will be filled this week or next
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: KPEMS meeting May 9th, 10 a.m. in Soldotna
 Brian will be gone May 1-21
 Mary will be gone May 8
- 11. Date and time of next meeting: May 15, 7 p.m.

12. Adjournment: 8:20 p.m.

Approved May 15, 2003

Scott Cunningham, chair

7 p.m., Thursday, May 15, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Absent: Marge Tillion, Brian Howard (both excused)

Also present: Mary Griswold, 1 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as amended to add HVFD burn supervision as 8B.
- 6. Approval of minutes of May 1, 2003 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station

Bezek contract for complete construction plans: Mayor Bagley will not approve sole source contract because the amount exceeds his comfort level of \$50,000. He recommended asking the assembly to approve the sole source contract. He and Milli Martin are willing to sponsor the resolution, which must submitted to borough by May 22 to be included in June 3 assembly packet. By consensus the board re-affirmed its intent to proceed.

Howard conflict of interest: Scott observed that Brian may have a conflict of interest in station construction because of his substantial financial interest in the garage lease. Colette is to give Scott an opinion.

B. Engine 21

Air compressor, manuals: postponed

Foam barrel pump: by consensus board approved using up to \$130 from Office Supplies to purchase a pump from C&H Buyer's Guide

Airpaks may present a filling problem because they are not the same size/pressure as HVFD's. Pat to discuss with Scott Elmer. Question arose about who was to do maintenance on our airpaks. To be resolved in contract discussion because there are similar questions about routine inspection and maintenance of other equipment.

C. Engine 22

Ladder rack, manuals: postponed

Hose bed cover: installed

3" hose remains to be loaded. We may take 300 feet (or more) off Engine 21. Pat to discuss total to be loaded and where to come from with Scott Elmer.

KESA minutes 5/15/03

7 p.m., Thursday, May 29, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Scott Cunningham
- 2. Roll call:

Present: Scott Cunningham, Pat Johnson, Lee Krumm, Marge Tillion (8 p.m.), Brian Howard

Absent: none

Also present: Mary Griswold, 2 public for Item 7A

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as amended to add 8A borough homeland security grant: communications equipment
- 6. Approval of minutes of May 15 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Denali Commission grant update: awards are scheduled for June 1 announcement. Colleen Riley shared her grant writing experience and offered assistance. She recommended Denali Commission as a good source. We look forward to her help.

Bezek contract for complete construction plans: borough administration recommended that assembly not consider sole source contract until we know if we have a Denali Commission grant. If we get a grant, there may be justification for sole source, depending on grant schedule requirements. If we don't get this grant there is not sufficient justification for circumventing the bid process.

Howard conflict of interest: postponed pending Scott's talking to Colette. Brian clarified that his No vote on the Bezek sole source was because he thought \$100,000 was too much to spend on construction drawings and because it was important not to all vote together all the time. He would like to research build to suit for long term lease as an alternative to the high cost of Davis Bacon wages to build for ourselves.

B. Engine 21

Air compressor, manuals: postponed. A few manuals are back-ordered, but coming.

C. Engine 22

Ladder rack, manuals: postponed

D. Brush trucks

Radio for B-35: Mary to take to Soldotna DOT for installation of programmed chip on June 2. She will also request the 7 similar surplus programmed radios to install in responders' vehicles.

In service inspection: Brian to schedule B-25 with Scott Elmer tomorrow.

E. Water tank car placement

Driveway permits: progressing. Kevin Jones to take inspection pictures tomorrow for DOT final review early next week.

RFP: Rob Robson has completed draft; by consensus Diamond Ridge site will be first priority, but we will work hard to secure funding for both at the same time because it will be more cost effective, is important for fire suppression, and tanks should be moved from storage soon.

Publicity for State Forestry: to follow installation

- F. Homer contract negotiations: fee, training, west side planning: per request of Homer Manager Wrede, we must better justify our proposal for .75 mil contract basis. Discussion focused on different level of service and different expectations, KESA infrastructure, cost to Homer taxpayers. By consensus board reaffirmed its support for justifying .75 mils. Scott will send letter of justification to Wrede on Monday in hopes of pressing for a contract before July 1 deadline.
- G. Station signage: Sign is done. Brian will thank high school students and install sign.
- H. Manikin grant: Mary will pick up ours and one for community schools on June 2.
- I. Voznesenka red card class: Brian will work with John Winters to schedule a Firewise and red card refresher class at McNeil Canyon School around June 7. John thought there was not time to do the red card class this spring, but will be better to schedule it early next season.
- J. Rural AED grant: HVFD does not want to request more AEDs this year. Although the deadline for getting a partnership request to Sue Hecks has passed, Mary will ask if we can form our own and get a request in before her drop dead date of June 2.
- 8. New Business:

A. Borough homeland security grant: borough is requesting funding for communications and requested service areas to identify their needs. Mary submitted a list including repeater sites, mobile and handheld ALMR radios. It is unlikely that funds will be available for uses beyond borough wide projects.

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Brian requested we address at next meeting a build to suit/lease for the McNeil fire station. He will contact an "expert" to attend meeting.
- 11. Date and time of next meeting: June 12, 7 p.m.

12. Adjournment: 9:20 p.m.

Approved June 12, 2003

Pat Johnson, chair

7 p.m., Thursday, June 12, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 8:30 p.m. by vice-chair Pat Johnson

2. Roll call:

Present: Pat Johnson, Lee Krumm, Brian Howard

Absent: Marge Tillion

Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with addition of Scott's memorial, board vacancy, and election of new chair and chief under New Business.
- 6. Approval of minutes of May 29, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Denali Commission grant update: Borough assembly will introduce an ordinance accepting the \$993,000 grant on June 17 with public hearing and second reading on July 8.

Contract for complete construction plans: will follow grant acceptance, at which time Public Works will evaluate time constraints to decide whether to request mayor approval for sole source or proceed to bid with intention of expediting dirt work plans to complete site preparation this fall.

Howard conflict of interest: declared moot at this point

B. Engine 21

Air compressor, manuals, air paks: in progress

C. Engine 22

Ladder rack, manuals: in progress

Engine 22 is not in service: Pat will ask Scott Elmer what the problem is

D. Brush trucks

Radio for B-35 is programmed to HVFD frequencies, truck is ready for service after Pat complied with Scott Elmer's request for better pressure gauge. Seven surplus GE VHF radios are available from the state for \$10 each. They lack microphones, but are programmed to HVFD.

Howard/Krumm motion to purchase these seven radios. 3 Yes, 0 No. They will be installed in future brush trucks and in responders' vehicles as desirable for better reception.

E. Water tank car placement

Driveway permits/ RFP/ Publicity for State Forestry: tank installation bids are due tomorrow at 2 p.m. Driveway permits are working through approval process at DOT, expected next week.

- F. Homer contract: Today, City Manager Wrede responded by e-mail to our last letter explaining our justification for a contract based on .75 mils. He recommends a 1 mil levy without explaining why it has increased from his last suggestion of .95. He cited concerns about the expense of maintaining KESA vehicles, based on city billing records indicating (erroneously) \$18,000 in recent maintenance. By consensus, board approved setting another meeting with Wrede and Bob Painter to discuss particulars of his e-mail. Pat will contact him to set convenient date and time. Pat, Brian, and Mary to attend.
- G. Manikin grant: publicity: manikin is here; publicity can wait until donor's convenience.
- H. Voznesenka red card class: postponed until next spring, to be replaced with a Firewise presentation at McNeil Canyon Elementary School on Wednesday, June 25.
- I. Rural AED grant was submitted at deadline. McNeil Elementary School, Smokey Bay Air, Early Response Education, and KESA will be partners.
- 8. New Business:
- A. Build to suit station: Brian will work with Paul Ostrander to research possibilities to apply to Diamond Ridge station
- B. Medic 34 and Betty into service: postponed pending discussion with Homer and HVFD. There is little reason to put an ambulance in service on Diamond Ridge until there are an adequate number of responders in the vicinity to use it.
- C. Scott's memorial, new chair, vacant seat: Scott Cunningham died in a freak forklift accident on June 10. Brian established a memorial fund at Wells Fargo. We will make individual donations; Pat will deliver a card of condolence to Samantha on our behalf.

Johnson/Howard motion to dedicate the new fire station in memory of Scott Cunningham in recognition of his dedication and service to KESA and the community. 3 yes, 0 no.

Howard/Krumm motion to elect Pat Johnson as board chair and KES chief. 3 yes, 0 no. Board must appoint a member to Scott's seat to serve until October 2005 elections. Brian will ask Samantha first and then Matt James, either of whom would be welcomed by the sitting board.

Waster Pat Johnson, chair

- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: June 26, 7 p.m.

12. Adjournment: 10:45 p.m.

Approved June 26, 2003

KESA minutes 6/12/03 2

7 p.m., Thursday, June 26, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7:15 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion

Absent: Brian Howard

Also present: Mary Griswold, 1 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of June 12, 2003 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station

Denali Commission grant update: Assembly acceptance ordinance to be voted on July 8; paperwork is in progress.

Contract for complete construction plans: bid or sole source to be decided as soon as grant is signed. Intent is to get site preparation done this fall.

Marge relayed area residents' request for public restrooms at fire station. Request to be taken under consideration when building is done.

B. Engine 21

Air compressor, manuals, air paks: Pat installed air compressor; manuals are on order; airpaks postponed pending HVFD airpaks in service. Jason Miller (59845-B Kittewake, Homer) asked about hotel packs and a crosslay hose divider. We will add these to the to-do list.

C. Engine 22

Ladder rack, manuals: in progress

D. Brush trucks

Additional radios: request for 7 surplus GE radios is being processed B-35 in service schedule: postponed pending direction from HVFD

E. Water tank car placement

Public Works awarded contract to Mike Arno for \$9,250 for Diamond Ridge tank. His bid of \$9,870 for second tank can be awarded if we approve 2004 budget revision to cover \$8,000 in costs (including PW supervision) exceeding what we had budgeted for the project. Only two bids received (10 packets distributed). We suspect the strict engineering requirements discouraged competitive bidding on the project. We will create publicity for state forestry. Driveway permits are in progress, approval promised each succeeding week.

MOTION: Krumm/Johnson to move \$8,000 from Capital Projects to Contractual Services for the tank installation project: approved, 3 yes, 0 no, 1 absent.

F. Homer contract negotiations: Pat, Lee and Mary met with Walt Wrede, Bob Painter, and Dean Baugh for two hours this afternoon. Discussions centered on the appropriate mil rate to charge for the contract. We presented good arguments for basing the contract on activity level, but the City was reluctant to take a revenue loss even if the previous contract fee was inflated. Throughout our negotiations since February, the City has sought an amount of money comparable to what they got before, while we were looking for a more reasonable basis for the fee calculation. The only justification for 1 mil they offered was that is would cost us less than before. Rather than pursuing a 45 day extension to the existing contract, during which time to try to resolve this impasse, we agreed to use a .925 mil levy on real property. This was a small deduction from the City's proposed 1 mil. This will cost us \$168,072, which is \$24,928 less than we paid last year and \$13,628 less than the city was asking at 1 mil. HVFD will maintain our equipment; we will maintain our vehicles. We will participate in strategic planning for the combined area this fall after Bob attends a class on the subject this summer. HVFD will conduct an ambulance driver training class in July after Scott takes the instructor course.

MOTION: Krumm/Tillion to approve a one year contract with provision for automatic one year renewal subject to a ninety day termination clause at a fee equal to a .925 mil levy on real property in KESA, per contract negotiated this afternoon. Approved 3 yes, 0 no, 1 absent.

MOTION: Krumm/Johnson to move \$5,000 from Rents and Leases to Contractual Services to cover the excessive cost of the contract for fire and emergency medical services with the City of Homer. Approved 3 yes, 0 no, 1 absent.

Medic 34 in service schedule: we will delay putting Medic 34 in service on Diamond Ridge until there are more volunteers in the immediate vicinity to make effective response. Marge will check the gurney and put it on Medic 24 if it is better than the one currently there.

- G. Vacant board seat: serves until October, 2005. Brian and Marge are up for re-election in October 2003; Lee and Pat are up in 2004. Pat Johnson will ask Samantha Cunningham if she will serve. If she does not accept seat, Pat will contact Matt James, who is willing to serve. We will confirm appointment at next meeting. Marge will not run this fall because she will be spending a lot of time in Adak. We will encourage Voznesenka residents to run for Marge's seat. Paul or Brenda Gregoire may also be interested in serving. Marge will contact them.
- H. McNeil Firewise presentation: cancelled because targeted audience is too busy this time of year to attend.
- I. Build to suit process: postponed pending Brian's research
- 8. New Business: none
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: July 10, 7 p.m.
- 12. Adjournment: 8:30 p.m.

Approved July 10. 2003

May Pat Johnson, chair

7 p.m., Thursday, July 10, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion

Absent: Brian Howard

Also present: Mary Griswold, Jason Miller, Samantha Cunningham

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as amended to bring 7G to top of Unfinished Business
- 6. Approval of minutes of June 26,2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Denali Commission grant update: approved by borough assembly July 8, paperwork due to DCED by July 15, agreement must be signed by August 1. Bonnie Golden is assembling paperwork.

MOTION: Krumm/Johnson to make a budget revision to move \$19,000 from capital projects to McNeil station project account. Unanimous. Mary made a mistake in the grant application, applying the value of land for our matching funds as recommended, but did not include it in the total project cost, so we were short \$19,000 in the total cash required to complete the project. We have sufficient funds in our capital projects account to dedicate this amount to the station project.

Project timeline: prepared by John Smith. We cannot use grant funds until agreement is signed. RFP will go out as soon as agreement is signed. John cautions that time may be tight to get site preparation completed this fall, but we will do what we can toward that goal.

Additive alternates in order of priority; fill specs: extensive discussion about station and community hall layout; the list of features to be incorporated in the final design to be refined at next meeting.

B. Engine 21

Manuals, air paks, crosslay hose divider, hotel packs, cam-lock combo, adapters, pigtails: in progress. Pat assembled cam-locks and installed air pak brackets. Other items to be acquired soon.

C. Engine 22

Ladder rack, manuals: in progress. HVFD must conduct appropriate CAFS training to bring this engine in service. Pat will talk to Bob Painter and Scott Elmer about our growing concerns over lack of adequate fire training and driver training.

- D. Brush 35 in service: Pat to check with HVFD duty officer Maynard Kauffman to get approval for putting this truck in service on Diamond Ridge.
- E. Water tank car placement:

Driveway permits are in hand

Mike Arno will start Diamond Ridge installation next week; Skyline installation on July 28. Publicity for State Forestry: pictures of progress as it happens.

ubility for State Potestry, pictures or progress as it happens.

- PVC pipes with releasable check valves, connections to truck suction: postponed.
- F. Homer contract: approved by KPB assembly on July 8; to Homer City Council on July 28 because July 14 meeting was cancelled.
- G. Vacant board seat: serves until October, 2005. Brian's and Marge's seats are up for reelection in October 2003: Marge will post an advertisement for board candidates at Fritz Creek Store. Candidates, including Brian, must file for October election between August 1 and 15.

MOTION: Krumm/Tillion To appoint Samantha Cunningham to Seat A for rest of Scott's term which expires in 2005. Unanimous. (This item was moved to top of 7. Unfinished business.)

- H. Build to suit process: postponed
- I. GE surplus radios: Mary will pick them up on Tuesday. We still need microphones.
- 8. New Business:
- A. Tums grant program: a matching grant program with awards up to \$5,000 for 1:1 match. By consensus, we will apply for the equipment on VFA 2003 grant request.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Mary will be gone all of August
- 11. Date and time of next meeting: July 24, 7 p.m.

12. Adjournment: 8:55 p.m.

Approved July 24, 2003

7 p.m., Thursday, July 24, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion, Brian Howard (teleconference), Samantha Cunningham (teleconference)

Absent: none

Also present: Mary Griswold, Jason Miller

- 3. Public comment: none
- 4. Correspondence: Superior survey for Pat to fill out and return
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of July 10, 2003 meeting: by consensus as presented
- 7. Unfinished business:

A. McNeil Canyon station

Denali Commission grant update: final agreement is in borough legal department for review before Mayor Bagley signs by August 1 deadline.

Project timeline: Mary reviewed timeline with John Smith. If we can get the final design and cost estimate rfp advertised in time to schedule a pre-proposal conference and a proposal due date by September 2, we can review proposals on September 4 in time to get an acceptance resolution in by that day's packet deadline for the September 16 assembly meeting. If we cannot schedule to get the proposals back by September 2, we will not get assembly approval until October 14. The final design work will take about 3 months. John assures us that we will have the station built by next fall even if site preparation begins next June. Grant deadline is December 31, 2004. He will begin rfp as soon as he is notified that grant award is secured. Pat will be his contact while Mary is gone.

Plans for community hall, overhead door size, hose dry area, other considerations: after extensive discussion, board approved, by consensus, a list of design modifications and preliminary sketches of the expanded station and community hall to send to John Smith to include in rfp for final design.

Additive alternates in order of priority: architect will be asked to identify items to be added or subtracted from construction plans in order to maximize, but not exceed, the funds available for this project.

B. Engine 21

Manuals, crosslay hose divider, hotel packs, pigtails: in progress
Maintenance costs YTD of \$1991 for E-21, E-22, B-35, and air compressor installation

C. Engine 22

Ladder rack, manuals, in service; live burn: Glenn's welding is interested in helping with ladder rack design and construction. Pat will talk to Steve Boyle, who has had previous experience, about logistics of organizing a live burn to demonstrate capabilities of Engine 22 and CAFS.

D. Brush 35 is ready to go in service at Samantha's house; Pat and Samantha to coordinate. Exhaust primer; suction wye; hose duffel bags: Mary has request for these items from State Forestry.

E. Water tank car placement

Install schedule / Publicity for State Forestry: Skyline tank is buried, driveway in place; tank lid is in progress. Change order to contract required because contractor encountered water at 7 feet. Sam McLane engineered a solution to bury tank less deep and ballast with extra gravel on top at a cost of \$1,968. We have enough money earmarked for the tank install project to cover this additional expense. Borough finance must bring forward funds earmarked in 2003 to complete the project budget. In addition, we must move \$4,500 in FY04 Personnel earmarked for Public Works supervision to this project account.

MOTION Krumm/Tillion to move \$4500 from FY 04 Personnel to 212.51810.03TNK.43999 to correctly allocate these funds intended for this project. Unanimous

Mike Arno will install Diamond Ridge tank as soon as ACS moves an interfering buried phone cable.

Fill tanks: Skyline tank has 4000 gallons of water in it. HVFD will fill both tanks when we are ready.

PVC pipes with releasable check valves, connections to truck suction: in progress. We will evaluate arrangement at Northern Enterprises as soon as HVFD has a chance to test it. We have specs and supplier information for Schedule 80 pipe and fittings. Trucks can draft water from tanks without the pipes in place.

- F. Recruit candidates for October 2003 election: must file between August I and 15:
 Samantha will file for Seat A; Brian will file for Seat B; Samantha will ask Matt James to file for Seat C. Marge posted a notice of filing deadlines at Fritz Creek Store.
- G. Build to suit process: postponed pending response from Paul Ostrander
- H. GE surplus radios; microphones: Mary has requested GE Delta microphones from state forestry to fit the surplus GE radios now stored at McNeil station.
- I. Contract update: City council to consider on July 28 because the July 14 meeting was cancelled.

Planning for long-term operation: general discussion to explore alternatives for providing service so we are positioned to decide before next contract term. Anchor Point Fire Department is willing to help us. Pat plans to talk to them and to Eastland Fire Department to discuss opportunities for cooperation. Bob Painter will attend a workshop on strategic planning in August and plans to conduct a strategic planning session for the greater community this fall.

- 8. New Business:
- A. 2nd Quarter run reports & HIPPA EMS logs
 Call volume through 2nd Quarter: calls totaled 281. 226 calls (80%) in Homer, 18 (6%) K City,
 30 (11%) KESA, and 7 (3%) Other. 216 were EMS calls; 65 were fire calls. 18 (8%) EMS calls
 and 12 (18%) fire calls in KESA. HVFD gives us run logs of our calls which must be protected
 per HIPPA. We will shred run logs after reviewing them. We will file activity reports.
- B. August mail pickup and bill pay: Pat will check mail; no big bills anticipated C. Recruit participants for HVFD fire fighter 1 class this fall: will do, though we need to clarify class level and schedule with HVFD.
- 9. Comments of the audience: Jason Miller noted need for nozzles and hose packs and that the class B foam packs will be moved from E-21 and E-22 to the brush trucks because they will be more useful there.
- Board comments, announcements, future agenda items:
 Bill Holloway from GIS will soon have 2 Homer Vicinity Map Books delivered to us.
 Lee will coordinate August 14 meeting and record minutes.
 Mary will be gone until September 3.
- 11. Date and time of next meeting: August 14, 2003, 7 p.m., followed by a meeting on September 4, 2003.

12. Adjournment: 9:10 p.m.

Approved August 14, 2003 Approved Pat Johnson, chair

Thursday, August 14, 2003 Borough Office Building 206 East Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson.
- 2. Roll Call:

Present: Pat Johnson, Lee Krumm, Marge Tillion, Brian Howard and Samantha Cunningham. Absent – none.

Note: Mary Griswold, volunteer secretary, was absent with Lee Krumm assuming the duties temporarily.

Also Present: none

- 3. Public Comment: none
- 4. Correspondence:
 - a. E-mail from Bonnie Golden (KPB) regarding VFA Grant program.
 - b. E-mail from Mary Griswold (re: scottc@dnr.state.ak.us and Ric Plate) about the availability of a used military 1990 diesel ambulance with dual rear wheels.
 - c. Medical Ambulance Survey arrived; hold for Mary Griswold's action.
 - d. License Plates for E-22 arrived; Pat Johnson for action (mounting).
 - e. Homer vicinity maps arrived.
- 5. Approval of Agenda: By consensus as amended.
- 6. Approval of Minutes for July 24th meeting: Approved by consensus.

7. Unfinished Business:

- a. Discussed Bob Painter's letter regarding recommendations for new station construction.
- b. Engine 21: Hotel Packs are optional (Scott HVFD); Pigtails no change; Hose Divider no change
- c. Engine 22: Bonnie Golden requested pictures with the KESA LOGO visible. Ladder rack Pat Johnson to take to Glenn (welder) for evaluation. Manuals Pat called but no change. Live burn: Anchor Point has a motel that the owner has offered to be burned for training purposes. We may get in on that for CAFS training. May need classroom training first. More preparation needs to be done.
- d. Brush 35: Now located at Samantha's home. Exhaust Primer not functional yet. Suction Y not done. Duffle Bags Marge Tillion for action.
- e. Water Tank Car Placement: The tanks are in! City locks used on access. Driver training will be used to complete filling. Three 20' x2' culverts need to be stored, Marge Tillion has space.
- f. Candidates for 2003 Election:
- SC has filed for seat A; BH has filed for seat B; MJ has filed for seat C.
- g. Build to Suit Process: No change
- h. Microphones for GE Surplus Radios: No change
- i. Contract with the City of Homer Nothing heard

j. Recruit Participants for HVFD fire fighter I class this fall – Spread the word, important to get people into this class.

8. New Business:

- a. A Motion was made by Marge Tillion to investigate and pursue the possible acquisition of the new (used) ambulance as per the e-mail referenced above. Motion seconded by Brian Howard. Passed unanimously. Brian Howard will take for action.
- b. A Motion was made by Brian Howard to accept and expend the \$4,446.00 VFA Grant and the required \$4,446.00 in matching funds for fire fighting equipment (or training or both). Samantha Cunningham seconded, passed unanimously.
- c. Brian Howard advised the Board that damage had been incurred to the Quonset Hut (temporary DESA fire equipment housing) by an Engine 21 driver. Coordination with HVFD for responsibility and repairs. A line guide is needed by the drivers Marge Tillion for action; Stops are needed for rear wheels Pat Johnson for action.
- 9. Comments of the Audience none
- 10. Board Comments, Announcements and Future Agenda Items none
- 11. Date and Time of Next Meeting Thursday, September 4, 2003. Brian Howard will call in, all other Board Members will attend.
- 12. Adjourned at 8:20 p.m.

Approved September 4, 2003 Lat Johnson, chair

7 p.m., Thursday, September 4, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7:30 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Samantha Cunningham (by teleconference)

Absent: Marge Tillion (excused), Brian Howard (called in at 8 p.m.)

Also present: Mary Griswold, Jason Miller, Paul Seaton

- 3. Public comment: none
- 4. Correspondence: State Forestry request for return of firefighting equipment (discuss under 7D)
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of August 14, 2003 meeting: by consensus as presented
- 7. Unfinished business:

A. McNeil Canyon station

Design rfp evaluation and selection: Selection committee members John Smith, Lee Krumm, and Mary Griswold independently evaluated the three proposals per the Public Works evaluation form and instructions and unanimously recommended Bezek Durst Seiser to complete the McNeil station construction design.

Johnson/Cunningham motion to accept the recommendation of the selection committee to select Bezek Durst Seiser for design services to complete construction of the McNeil Canyon station. 3 yes, 0 no, 2 absent.

Assembly resolution to approve BDS will be in September 16 meeting packet Geotechnical report: John Smith has requested from engineer because we did not receive it as part of the schematic design process as anticipated.

B. Engine 21

Manuals, crosslay hose divider, hotel packs, pigtails: postponed

Scott airpak testing: Pat and Steve Boyle examined defective airpaks and called Dalmatian which is willing to repair under warranty. By consensus board approved returning the airpaks at Dalmatian's expense for repair rather than buying expensive parts to repair them here. HVFD has loaned us airpaks while these are being repaired. It was noted that we need PASS devices on our airpaks before putting them in service.

C. Engine 22

Ladder rack, manuals, in service: Pat to take to Glenn's Welding soon for ladder rack design and fabrication estimate.

Photo for Bonnie Golden: Pat to do

Live burn: we are eager to participate in Anchor Point's exercise (we can also consider inquiring about the building at the corner of Belnap and Diamond Ridge).

KESA minutes 9/4/03

- D. Brush 35: Exhaust primer; suction wye; hose duffel bags: postponed. We must return loaned forestry supplies by September 15. Mary to do.
- E. Water tank car placement

Culvert storage: Marge will arrange with Mike Arno

PVC pipes, connections to truck suction: to be done as soon as Pat confirms that Scott Elmer is happy with configuration at Northern Enterprises boat yard.

Lee will investigate tanks possibly available across from HomeRun Oil because we need additional water storage capacity at McNeil station. Pat will talk to Schade about another tank.

Fill tanks: HVFD to do as training exercise soon (tanks now have 4000 gallons in them)
Publicity for state forestry: soon as we get piping installed

- F. VFA grant expenditures: by consensus confirmed to proceed with purchase of the equipment on the list prepared last March for the grant.
- G. Build to suit process: postponed
- H. GE surplus radios; microphones: postponed
- I. HVFD strategic planning for long-term operation: Pat will talk to HVFD Chief Painter about exploring opportunities for sharing a station location along Skyline and Diamond Ridge.
- J. Howard station damage, line guide, stops: Brian to get damage repair estimates; Marge got 4x4s and glue; Pat will install and paint guide lines soon.
- K. Surplus forestry ambulance: waiting to hear from Ric Plate if we can have it
- 8. New Business: none
- 9. Comments of the audience:

Paul Seaton presented Kachemak Emergency Services with an Alaska Legislative citation honoring us for providing ETT training to residents of Voznesenka and for our efforts to build a fire station and acquire equipment to serve East End Road residents.

Paul Seaton also warned us that the Legislature will not fund many capital improvement projects next session and only critical needs addressing immediate health and safety issues will qualify for funding. He would like to see the CAFS in action at the Anchor Point exercise.

- Board comments, announcements, future agenda items:
 Mary will attend KPEMS meeting on Friday, September 12 in Soldotna
- 11. Date and time of next meeting: September 18, 7 p.m.

12. Adjournment: 8:15 p.m.

Approved September 18, 2003

7 p.m., Thursday, September 18, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion, Brian Howard (called in at 8 p.m.)

Absent: Samantha Cunningham

Also present: Mary Griswold, Jason Miller

- 3. Public comment: Jason noted that he would like to see hotel packs on Engine 21 and no parking signs at the Diamond Ridge and Skyline water tanks. He noted that he is happier with Engine 22's performance potential now that he knows more about it.
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of September 4, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station

Assembly action to approve BDS for design services: approved on September 16 Geotechnical report: postponed pending John Smith's return

Funny River station design: an 80 x 80 metal building very similar to what we are designing. Mary has asked Will Jaster for cost estimates for progress to date and to finish.

B. Engine 21

Manuals, crosslay hose divider, hotel pack, pigtails: in progress

Scott airpak repair; PASS devices: Pat researched Eagle Enterprises and Dalmatian prices for PASS devices. Dalmatian has better price at \$495 each, but there is question whether theirs are new or rebuilt units. Eagle Enterprises may also offer a further discount from their \$575 estimate.

Krumm/Tillion motion to purchase 8 new (not rebuilt) PASS devices from whichever vendor has better price. Unanimous. Pat to get final best prices. Mary to get PO. We will seek grant funding for 2002 upgrade and RIT.

C. Engine 22

Ladder rack, manuals, in service: Pat discussed ladder rack design and construction with Glenn's Welding, Bay Welding and Fritz Creek Welding. Glenn provided a bid of \$1950. Fritz Creek Welding is too busy to build it and Bay Welding did not get a price to Pat by deadline as promised.

Tillion/Krumm motion to accept Glenn's Welding bid of \$1950 to build the ladder rack.

Unanimous. Glenn can build the rack in 3 weeks. Mary to get PO.

Larry of Odin Foam is completing wiring schematic for us.

KESA minutes

Photo for Bonnie Golden: Pat e-mailed to Bonnie.

Live burn: Anchor Point hotel is not available. Belnap building is for sale, not for destruction. Owner asking \$117,000 for the five acre parcel and thinks building can be salvaged.

D. Brush 35: Exhaust primer; suction wye; hose duffel bags, winterization: in progress. Marge to store B35 at her house and remove batteries to McNeil station. Pat has removed forestry gear.

E. Water tank car placement

Culvert storage: Marge has left messages with Mike Arno to leave them behind her shop. PVC pipes, connections to truck suction; fill tanks: postponed HVFD evaluation of Northern Enterprises' tank access.

Lee tanks; Schade tank: postponed

Publicity for state forestry: postponed pending pipe install

- F. VFA grant expenditures: Mary to get PO for purchases
- G. Build to suit process: postponed pending Brian's followup with Paul Ostrander
- H. GE surplus radios; microphones: postponed
- I. HVFD strategic planning for long-term operation; Diamond Ridge station location: Pat to get maps from HVFD and from Mary to evaluate suitable sites.
- J. Howard station damage estimate, line guide, stops: postponed pending Brian's action
- K. Forestry ambulance: Ric Plate has forwarded our request to headquarters, waiting reply

8. New Business:

A. Stryker gurney purchase: Pat researched Stryker gurney model MX Pro at \$3455.20 plus shipping up to \$400. The Model 29 in Medic 24 is difficult to use and has no restraining device. Stryker offers better service and parts than Ferno. HVFD is buying 2 Stryker gurneys now and another after January, 2004 and may surplus their Ferno Model 35s. By consensus board agreed to request at least one, preferably 2 HVFD surplus gurneys. With lower call volume and proper lubrication, the HVFD gurneys could provide us years of adequate service. Mary to write request to Bob Painter and copy to Sue Hecks and Southern Region EMS.

- B. KPEMS report: Mary attended the five hour meeting in Soldotna and reported HVFD's notice of potential availability of Ferno gurney.
- C. Southern Region capital projects request: due December 31. Considering requesting Stryker gurney and stairchair to meet anticipated needs in next 2 to 3 years.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: October 2, 2003

12. Adjournment: 8:45 p.m.

Approved October 2, 2003

Almson, chair

7 p.m., Thursday, October 2, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Marge Tillion, Samantha Cunningham

Absent: Brian Howard (excused)

Also present: Mary Griswold, Milli Martin (at end of meeting)

- 3. Public comment: none
- 4. Correspondence: notice from FEMA that we will not receive a grant to purchase a class a engine this year
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of September 18 meeting: by consensus as presented

Unfinished business:

A. McNeil Canyon station

Geotechnical report: postponed pending John Smith action

Design contract has been sent to Bezek Durst Seiser for signature and must them be approved by borough legal and DCED; expect to proceed with design by mid-October.

B. Engine 21

Manuals, crosslay hose divider, hotel pack nozzles and gates wyes, pigtails: in progress Scott airpak repair; PASS devices: in progress

C. Engine 22

Ladder rack, manuals, in service: in progress

Live burn: Anchor Point; Diamond Ridge shack next to KGTL: being researched

- D. Brush 35: Exhaust primer; suction wye; hose duffel bags: postponed; winterization: to be completed soon. Both brush trucks will be parked at Marge's for winter.
- E. Water tank car placement

Culvert storage: Mike Arno delivered culverts to Marge's for storage

PVC pipes, connections to truck suction; fill tanks: Pat to talk to Scott Elmer about connection so we can get this finished up before winter

Lee's source of tanks is not suitable for water storage; Pat to inquire about Schade's tank Publicity for state forestry: pending completion of PVC pipe installation

- F. VFA grant expenditures: progressing. We have spent \$16,000 of \$24,466 in account 48760 Minor firefighting equipment.
- G. Build to suit process: postponed
- H. GE surplus radios; microphones: postponed

- I. HVFD strategic planning for long-term operation; Diamond Ridge station location: discussion about suitable station location along Diamond Ridge Road. Better location west of cemetery due to less snow accumulation than along road to east which is more exposed to winds.
- J. Howard station damage estimate, line guide: postponed
- K. Forestry ambulance: waiting for word from Ric Plate
- 8. New Business:
- A. Chains for E 21 and E 22: Pat reported that chains for E-21 will cost about \$220 for each of 2 sets and chains for E-22 will cost about \$100 for each of 2 sets.

Cunningham/Tillion motion to purchase 2 sets of chains for each engine at a cost of no more than noted above, with provision that Pat check for availability of better pricing. Unanimous.

- B. Dremel tool (electric pencil): necessary to label KES equipment. Mary will purchase; Marge will help label equipment.
- 9. Comments of the audience: Milli Martin noted that the No Parking signs at her tank site have been removed and recommended permanent No Parking signs for both locations.
- 10. Board comments, announcements, future agenda items:
 Samantha to be gone November 13 and perhaps November 20
 Pat to be gone November 1-8
 Lee to be gone November 4 to December 4
- 11. Date and time of next meeting: October 16, 7 p.m.
- 12. Adjournment: 8 p.m.

Approved October 16, 2003

Pat Johnson, chair

7 p.m., Thursday, October 16, 2003 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini, Matt James, Samantha Cunningham (by teleconference at 7:30 p.m.)

Absent: none

Also present: Mary Griswold, Jason Miller, Linda Murphy (for swearing in ceremony)

- 3. Public comment: none
- 4. Correspondence: a request from Brian Howard to investigate ISO rating reduction for McNeil station. By consensus decided to wait until new station and water supply are functional.
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of October 2, 2003 meeting: by consensus as presented
- 6A. New board members swearing in: Linda Murphy swore in Matt James and Paul Pelligrini. Mary will mail Samantha's signed oath to borough clerk's office.
- 6B. Election of officers: Pat was nominated and voted chair. Lee was nominated and voted vice-chair. Samantha was nominated and voted secretary. No other nominations for each office; all votes unanimous.
- 7. Unfinished business:
- A. McNeil Canyon station

Design completion schedule: Scott Worthington will come to next meeting (October 30) to review design to date and discuss new ideas before developing construction drawings.

Geotechnical report: Tauriainen delivered to John Smith, who said it was complete.

B. Engine 21

Manuals, crosslay hose divider, hotel pack gated wye, tire chains: in progress. Chains are here and need to be fitted, John Laneville is trying to find us a loaner plastic welder for hose divider. Gated wye to be on next order.

Scott airpak repair; PASS devices: on their way

C. Engine 22

Ladder rack, manuals, in service, tire chains; tire air gauge: in progress Live burn: Anchor Point; Diamond Ridge shack next to KGTL: in progress

D. Brush 35: Exhaust primer; suction wye; hose duffel bags, winterization: Brush 35 and 25 are to be moved to Marge's for storage. Samantha to coordinate with Pat for B 35.

E. Water tank car placement

PVC pipes, connections to truck suction; fill tanks: Pat researched pipe material and recommended a material better than PVC which we can order through the City. Cost for 2 6" pipes and 2 3" pipes plus installation accessories will be \$2,324.

Krumm/James Motion to purchase pipe supplies as recommended, to be paid from minor fire fighting equipment. 5 yes, 0 no.

Mary to request purchase order. Pat to order supplies.

Publicity for state forestry: postponed pending pipe install
Schade tank: postponed. Matt will ask Schade about his tank if he sees him before Pat
does.

- F. VFA grant expenditures are done
- G. Build to suit process: postponed pending Brian's research with borough planner Paul Ostrander
- H. GE surplus radios; microphones: stalled
- I. HVFD strategic planning for long-term operation; Diamond Ridge station location: Pat and Bob Painter discussed possible station locations along Diamond Ridge and Skyline Drive. The city is unlikely to build a station anywhere but at the water treatment plant because of financial restraints. We reviewed land ownership on a map Bob gave to Pat and decided the borough properties are unlikely locations for a fire station because of terrain. Pat to check further. We recognize the need to locate a suitable site soon because undeveloped land is becoming scarce and expensive. State forestry may be potential partner because they must move out of the airport office in the next couple years due to airport expansion. Further research necessary.
- J. Howard station damage estimate, line guide: Mary will ask Brian how we can proceed to fix overhead door electric eye and station damage. Line guide postponed.
- K. Forestry ambulance: Ric Plate notified Mary that forestry will give us the surplus ambulance at the Eagle River facility. They want to put new tires and batteries in it first, which may take a couple months.
- L. Ferno gurney, carriage and hook assembly: HVFD gave us their recently repaired Ferno gurney and a Stryker restraint hook for Medic 24. The gurney fits the ambulance rack and Pat will install the restraint hook soon. Mary will order a regulator for gurney oxygen cylinder.
- 8. New Business:
- A. Legislative priorities: Suggestions include fire engine, land acquisition for station, water tender, ambulance. Discussion to continue next meeting. Samantha to research hypothermia rewarming device at symposium for Code Blue request.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting; October 30, 7 p.m.

12. Adjournment: 8:35 p.m.

Approved October 30, 2003

Nunser_Pat Johnson, chair

7 p.m., Thursday, October 30, 2003
Borough Office Building
206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini, Matt James, Samantha Cunningham

Absent: none

Also present: John Smith (Borough Public Works), Scott Worthington (Bezek, Durst,

Seiser), Mary Griswold, 2 public

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of October 16, 2003 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station design

Scott Worthington presented the latest rendition of the station design, reminding us that it was only about 35% complete, followed by discussion of various components and new NFPA requirements. He will send updated plans by December 9 for our approval by December 19 and will come for another meeting in early January on schedule for bid ready documents by February 13, 2004 and a completed station by August 31, 2004.

Mary will ask Larry Herndon about acquiring a 20,000 gallon water tank he got from the hospital project. Mary will contact ACS about availability of phone lines to McNeil site.

B. Engine 21

Manuals, crosslay hose divider, hotel pack gated wye, fit tire chains: Pat will bring Engine 21 in for repair and chain fit tomorrow. Gated wye is ordered.

Scott airpak repair: Pat contacted supervisor at Dalmatian about our dissatisfaction with second round of airpak test failures. Dalmatian offered parts and extra bottles if we'd repair the units, which he acknowledged as a time-consuming project.

MOTION Cunningham/Johnson to request Dalmatian's written approval to return airpaks for full refund and no restocking fee. If this is not acceptable to Dalmatian we will seek borough attorney's advice on how to proceed. 5 yes, 0 no.

C. Engine 22

Ladder rack, manuals, in service, fit tire chains; tire air gauge: Glenn's Welding will be ready to install ladder rack nest week. Pat fit chains and will deliver ladders to Glenn's tomorrow.

Live burn exercises: Anchor Point intends to conduct its burn before Christmas but getting permits is taking more time than Ron Wilhout anticipated. Owner of Diamond Ridge shack gave us permission to burn it, but suggested we may be more interested in the shack next door. Mary sent letter of inquiry to that owner. Discussion followed on purpose of burn exercise

and whether these sites were adequate for purpose. We may want to build an assimilated room and contents scenario for interior attack if these buildings are not adequate. By consensus board agreed to fine-tune the exercise after we find out if second property owner is agreeable.

- 12. Brush 35: manual primer; suction wye; hose duffel bags, winterization: Matt and Samantha to deliver B 35 to Pat for line drain before moving to Marge's for winter. Other items postponed.
- E. Water tank car placement

Pipe install; fill tanks; publicity for state forestry: waiting for arrival of materials Schade tank: postponed

- F. Legislative priorities/ Code Blue request: postponed pending Samantha's research at EMS symposium November 13.
- G. Build to suit process: Discussion about what was involved, whether we are considering a long-term acquisition or short term storage, etc. To be continued as we learn more about NFPA requirements etc. for McNeil station.
- H. GE surplus radios; microphones: postponed
- I. Diamond Ridge station location: Discussion about difficulty of finding affordable, suitably located property. Jason Miller suggested looking at Willy Flym's property on Sterling Highway north of Diamond Ridge Road intersection as a station site. Mary to inquire.
- J. Howard station damage repair, line guide; weekly inspection: Pat reported that Scott Elmer is working on electric eye and weather stripping repair. Discussion about regular inspection led to consensus to put a clip board in quonset for check-off for heat, battery chargers, electrical plugin for all rigs and both buildings. Pat said he goes out there frequently. Others go there occasionally. The clip board will record frequency of inspections for further evaluation. Mary will set up clip board.
- K. Forestry ambulance: Pat or Samantha will take a look at the ambulance in Eagle River if one of them gets a chance when they are in vicinity soon.
- L. Medic 24 gurney hook; oxygen regulator: Pat installed hook; Mary ordered regulator.
- 8. New Business:
- A. 3rd Quarter activity report: YTD thru September 30 indicates 28 EMS calls and 18 fire calls IN KESA for a total of 46 out of 429 total HVFD activity. Property value save to date is \$74,450.
- 9. Comments of the audience: Cris Rideout expressed his appreciation for the progress we've made.
- Board comments, announcements, future agenda items:Pat gone Nov 1-8; Lee gone Nov 4-Dec 4; Samantha gone Nov 13
- 11. Date and time of next meeting: November 13, 7 p.m. at City Public Works (subject to approval)
- 13. Adjournment: 9:50 p.m. Approved November 13, 2003

Pat Johnson, chair

7 p.m., Thursday, November 13, 2003 City Public Works Homer

1. The meeting was called to order at 7 p.m. by chair Pat Johnson

2. Roll call:

Present: Pat Johnson, Paul Pellegrini, Matt James

Absent: Lee Krumm, Samantha Cunningham (both excused)

Also present: Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of October 30, 2003 meeting: by consensus as presented

7. Unfinished business:

A. McNeil Canyon station design considerations: water tanks, hose dry rack: discussion. By consensus agreed it is important to at least locate the 10,000 gallon buried tank, and provide for 2,000 to 4,000 gallons of potable water if the cistern under the mechanical room is not potable water. Also suggested to wire for electric hose drier if hose rack does not work. Paul to research. Mary will e-mail Scott Worthington so he can incorporate these concerns in the design due by December 9.

Herndon 20,000 gallon tank is not available; phone line availability is being researched by ACS through a field work order

Schade tank: postponed

B. Engine 21

Manuals, crosslay hose divider: postponed

Scott airpak return and reorder: complicated by Dalmatian's determination to have Eagle Enterprises repair the aripaks at Dalmatian's expense. Eagle and we are concerned about future warranty work and liability if other than Dalmatian services airpaks. Mary to call Colette after we hear back from Eagle on their resolution of liability issues with Dalmatian.

C. Engine 22

Ladder rack; tire air gauge: Engine is at Glenn's today for ladder rack

Live burn: Anchor Point no news; Diamond Ridge shacks are available. By consensus agreed to pursue permitting process if HVFD is enthusiastic about training engineers and firefighters. Mary and Pat to talk to Bob tomorrow morning. Matt to research possibility of using PRISM training facility in Kenai for fire control practice with our engines.

D. Brush 35: manual primer; suction wye; hose duffel bags, winterization: at Public Works ready for winterization and storage at Marge's.

E. Water tanks

Pipe install; fill tanks; publicity for state forestry: waiting for pipe and fittings arrival

- F. Legislative priorities/ Code Blue request: by consensus agreed to make a new ambulance and fire engine similar to Engine 21 our legislative priorities in order to work toward improving service in the western portion of service area. Code Blue requests to include ambulance, LifePak 12s, hypothermia blanket, and Stryker stair chair. Samantha to provide information on blanket. Mary and Pat to discuss LifePak 12 vs 10 with Bob tomorrow.
- G. Build to suit process: by consensus agreed to drop this item because we understand what we must do to lease a simple garage and have learned a fire station is too specialized to hope for private construction for us to lease.
- H. Diamond Ridge station location: Matt to research borough land off Green Timbers and potential private sites to purchase.
- I. Howard station repair, line guide: postponed pending Brian's return at end of November. Scott Elmer replaced weather stripping.
- J. Forestry ambulance: postponed pending State forestry action to replace batteries and tires K. GE surplus radios; microphones: postponed
- 8. New Business:
- A. KPEMS meeting report; Kenai Peninsula Fire Chiefs Association: now that it's possible to attend Chiefs meeting by teleconference, by consensus board agreed to set meeting schedule as 2nd and 4th Thursdays so Pat can make Chiefs meetings on first Thursdays. Other item of note from meeting is that homeowners' insurance rates are going up. Some companies use ISO ratings, but others use ZIP codes and other parameters. It's important to shop around.
- 9. Comments of the audience: none
- Board comments, announcements, future agenda items:Lee is gone November 4-December 4Matt will be gone December 2 to 15
- 11. Date and time of next meeting: December 11, 7 p.m.
- 12. Adjournment: 8:50 p.m.

Approved December 11, 2003

Pat Johnson, chair

7 p.m., Thursday, December 11, 2003
Borough Office Building
206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini,

Absent: Matt James (excused), Samantha Cunningham

Also present: John Smith, Doug Stark, Jason Miller, Ray Jeffers, Mary Griswold

- 3. Public comment: Doug Stark, representing himself not the Homer City Council, proposed a cooperative effort between the city and KESA to fund construction of a garage at the Skyline water treatment plant. John Smith noted that the Kenai River Center and the Kenai Health Building are examples of successful collaboration and Colette Thompson could provide sample agreement. Lee noted that it may be better for one entity to own the facility and other rent space. Discussion then focused on location, which may not serve Diamond Ridge area better than running from city station. Board noted that strategic planning with HVFD, per last contract discussions, would be very helpful. Doug agreed to remind city manager that this was to be scheduled soon.
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of November 13, 2003 meeting: by consensus as presented
- 7. Unfinished business:
- A. McNeil Canyon station design review: The plans are 65% complete and generally look good. Extensive discussion including John Smith, project manager, generated a list of items for the architect to consider. Mary will e-mail the list to board members for corrections and comments due by Tuesday to submit to Scott Worthington by Wednesday to keep us on schedule.

Schade tank: postponed; ACS phone lines: being researched by ACS with a field work order

B. Engine 21

Manuals, crosslay hose divider: Pat reminded John Laneville to get us the UHMW welder and manuals.

Scott airpaks: Dalmatian has hired Eagle Enterprises to repair the airpaks rather than allowing us to return them for full refund. They should be done soon. If they do not perform properly, we will again request to return for full refund.

C. Engine 22

Ladder rack: is done after modification by Pat; tire air gauge: pending

Live burn: Anchor Point; Diamond Ridge shacks; "live fire training units": Diamond Ridge controlled burn exercise is in progress with DEC reviewing application and landowners returning signed letters granting permission. Live training units postponed to next meeting. CES offered us the use of their training unit. Scheduling through HVFD may be tight, but we can pursue after Diamond Ridge practice burn.

- D. Brush 35: manual primer; suction wye; hose duffel bags, winterization: postponed
- E. Water tanks

Pipe install; fill tanks; publicity for state forestry: waiting for fittings from LN Curtis

- F. Legislative priorities/ Code Blue request: done
- G. Diamond Ridge station location: Borough property off Green Timbers looks attractive, but needs more investigation before we approach borough. Board members to visit property before next meeting.
- H. Howard station repair; parking instructions: Scott Elmer repaired weather stripping at a cost of \$31. Pat Johnson repaired electric eye. Foundation to be repaired next summer. Fluorescent light still needs replacing. Proper parking instructions to be posted in engines and at station.
- I. Forestry ambulance/utility rig: waiting for word from Ric Plate to know if we can have the ambulance to use as a utility rig.
- J. GE surplus radios; microphones: no action
- 8. New Business:
- A. Ray Jeffers CERT presentation: Homeland Security is funding Community Emergency Response Team training on the Kenai Peninsula. Ray explained that the training helps citizens take care of themselves and their neighbors in times of disaster. These people can help us by providing basic first aid and initial assessment. The training is usually 9 weeks with refresher training twice a year. Anchor Point and Seldovia are participating. Further discussion at next meeting on how to encourage involvement, etc.
- B. Kenai Peninsula Fire Chiefs Association report: meeting was cancelled
- C, 2004 VFA grant items: postponed to next meeting
- D. City of Homer maintenance PO request:

MOTION: Krumm/Pellegrini to obtain a PO for \$5,000 to cover future vehicle maintenance expenses at Homer Public Works because the current \$5,000 PO is nearly depleted. Approved 3 yes, 0 no, 2 absent.

12. Comments of the audience:

Jason asked that we provide highway signage for the McNeil station

- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: January 8, 2004, 7 p.m.
- 13. Adjournment: 10:10 p.m.

Approved January 22, 2004

Mullin Pat Johnson, chair

7 p.m., Thursday, January 8, 2004 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Matt James, Samantha Cunningham

Absent: Paul Pellegrini (excused)

Also present: Mary Griswold, Jason Miller, KPB John Smith and Wayne Aderhold, BDS Scott Worthington and Mark Frischkorn

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: postponed
- 6. Approval of minutes of December 11 meeting: postponed
- 7. Unfinished business:
- A. McNeil station plans review: Scott Worthington presented his recommendations for cost reductions to bring project in under budget, including moving two items to the add alternate list: Community hall parking lot, building sprinkler system. Other suggested savings included downsizing canopy, reducing the mezzanine floor loading from 250 to 125 pounds per square foot, removing vehicle fuel tank, eliminating Ashwood Road improvement, and eliminating extra exterior lighting. Following the presentation, we recessed the meeting at 9 p.m. to January 22 and walked the architects through the Homer fire station to show them particular mechanical features we need addressed.

January 22: Meeting reconvened at 7 p.m.

Present: Pat Johnson, Lee Krumm, Matt James, Samantha Cunningham, Paul Pellegrini

- 5. Approval of Agenda: by consensus as presented
- 6. Approval of December 11, 2003 meeting: by consensus as presented
- 7. Unfinished Business
- A. McNeil Canyon station: schedule update: next submittal Feb 3; review complete Feb 11. MOTION Johnson/Krumm to meet on February 5 to review 95% station plans. Unanimous. Schade tank: postponed
- B. Engine 21

Manuals, crosslay hose divider: in progress Scott airpaks are functional and in service

C. Engine 22

Tire air gauge: Pat to order tomorrow

January 24 Diamond Ridge burn is on schedule; CES burn trainer to be considered after Diamond Ridge burn, "live fire training units" postponed

- D. Brush 35: vehicle will stay at Homer Public Works until spring. Duffel bags to be considered for VFA grant.
- E. Water tanks: pipes are installed, tanks are operational, HVFD will complete filling. Mary will make plywood boxes to cover pipes.
- F. Diamond Ridge station location: Paul researched likely private and borough properties. Lee, Paul and Mary did a road tour on Sunday and found three suitable sites including the borough property off Green Timbers, Tulins' property on Diamond Ridge, and another property on Diamond Ridge currently for sale. Mary contacted owners. Borough is receptive to designating 5 acres for government purposes, Tulin is not interested in selling. No response yet from third owner. Paul researched costs of developing borough site: clearing, road building, electric service, subdividing and platting to cost about \$37,000. By consensus, board agreed to pursue the for sale site on Diamond Ridge as first choice. Mary to follow up on landowner contact letter.
- G. Howard station repair: light, wall: postponed until summer
- H. CERT: postponed until fall
- I. Forestry ambulance/utility rig: reconditioning in progress at state forestry
- J. GE surplus radios; microphones: no action

8. New Business

A.2004 VFA grant items: to be considered as part of FY05 budget development. Pat suggested a remote eductor line to access ponds for rural water supply.

B. HVFD Medic 3 is available.

MOTION Johnson/Krumm to accept Medic 3. Unanimous. This ambulance has air suspension and greater headroom. It is in good condition. Paul offered to store it in his shop for the winter to meet Southern Region's requirement.

- C. 2003 Activity Report: 38 EMS calls plus 25 fire calls for total of 63 calls in KESA
- D. FY05 Budget due March 8; KPB Finance to attend February 12 meeting; KPB budget meeting March 17: Mary passed out packets to guide budget development at next meeting.
- E. Borough assembly ordinance regarding service area board vacancy announcement: By consensus board recommended approval of proposed ordinance to require three weeks notice of board seat vacancy before appointing new board member. The borough clerk sent this proposed ordinance for comment. Its purpose is to bring service areas into compliance with borough board seat vacancy policy.
- F. Letterhead: Paul to research price and design with Rob Jones who did our logo.
- G. HVFD strategic planning: By consensus board appointed Lee Krumm to be board representative on the HVFD strategic planning committee which is to begin meeting in early February and continue until spring.

9. Comments of the audience:

Jason recommends fully outfitting Engines 21 and 22 for service with VFA grant. He, Paul and Mary will prepare inventory and needs lists for board members' consideration.

- 10. Board comments, announcements, future agenda items: Kenai Peninsula Fire Chiefs' meeting February 5, 5:30 p.m.
- 11. Date and time of next meeting: February 5, 7 p.m.

12. Adjournment 9:20 p.m.

Approved February 5, 2004 <u>Id</u>

Pat Johnson, chair

7 p.m., Thursday, February 5, 2004 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini, Samantha Cunningham

Absent: Matt James (excused)

Also present: Jason Miller, Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of January 8 (recessed) and 22 meeting:
- 7. Unfinished business:

A. McNeil station design review: 95% Design Submittal of February 3, 2004 The design generally looks great. We have a few remaining concerns.

First and foremost, the underslab water reservoir must be included in the contract. This is necessary whether or not we can afford the sprinkler system. We can make the well an alternate item to save approximately \$11,000. We must also have the nonpotable water supply truck fills in the contract.

Design modifications by page number:

Page A0.1 Bid Alternates

- #1 Fire protection system
- #2 Community hall parking and associated walkways
- #3 East End Road driveway improvements (Ashwood Avenue)
- #4 Class B well
- #5 Concrete apron in front of vehicle bays

Page C2 Sidewalk layout

Make concrete continuous between the two exterior entrance man doors on East wall (additional 8.9 linear feet)

Page A 1.1

Remove Airpaks Room 112

Move clothes washer and drier location along mechanical room wall to East corner and extend drier vent

KESA minutes 2/5/04

Provide electrical outlet for future air compressor in vicinity of former washer and drier location

Move exterior vehicle bay man door on West wall North 14 feet to just South of next rigid frame

Page A3.0 Wall Section 4

If the angle framing detail from the eave to the wall is real, remove it

Page A4.0

Include catwalk with ladder and guardrail in contract (as agreed in 12/17/03 response)

Page A5.0

Include fire hose pulley and hoist system in contract

Page S1

Include water reservoir in contract

Page M0.1 Pump schedule

Include exterior fill, interior fill and potable water fill pumps in contract

Page M2.0 Potable tank fill to be 2" as is standard for local water delivery trucks

Page M2.1 Fire truck fill connection to be included in contract. 3" pipe is sufficient Nonpotable water supply piping to be included in contract

Page M3.2

Nonpotable water exterior fill and nonpotable water interior fills to be in contract

Page E3.1

Move outlet plug for future air compressor to vehicle bay side of mechanical room wall in vicinity of former clothes washer and drier

Radiant heat to have a building low temperature alarm system to activate a light on exterior of building

Is raceway system from office to exterior of mechanical room and buried conduit to proposed location of antenna noted in design?

Is conduit to outside water storage tank provided?

Specify that wood moment frame structure will be considered provided all structural requirements are met.

Specifications to allow for use of near by borough pit run as appropriate

2

Question for Bill Dunn:

If we cannot afford an expensive higher priority alternate, can we award an affordable less expensive lower priority?

Mary will send these comments to Scott Worthington and Bill Dunn

- 8. New Business: none
- 9. Comments of the audience: none
- Board comments, announcements, future agenda items: 10. Borough Finance department representatives will be at next meeting
- Date and time of next meeting: February 12, 2004, 7 p.m. 11.

Adjournment: 9:15 p.m. 12.

Approved February 12, 2004

Pat Johnson, chair Pat Johnson

7 p.m., Thursday, February 12, 2004 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini, Matt James

Absent: Samantha Cunningham (excused)

Also present: Jason Miller, Mary Griswold, Cathey Wallace, Scott Holt

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus with addition of items 8E and 8F
- 6. Approval of minutes of February 5, 2004 meeting: by consensus as presented
- 7. Unfinished business:

A. FY05 Budget preparation; Finance Department overview; preliminary budget due March 8 Cathey Wallace presented KESA budget information, explained borough fund balance policy and need to document long range capital project planning. Scott Holt suggested ways to make up potential McNeil station cost shortfall: possible to dip into fund balance, temporarily raise mil rate, or an interdepartmental loan with a mil rate increase for payback. He asked us to keep them closely advised of progress. He will also check options for possible acquisition of Diamond Ridge station site noting that borough may be able to purchase the property and hold for us until we are ready to develop it at which time we would reimburse for purchase. Matt James noted the importance of long range planning as part of budget preparation process. Holt readily concurred.

By consensus, board approved a draft preliminary FY05 budget for review at next meeting.

- B. VFA Grant items: briefly discussed; to be finalized at next meeting
- C. McNeil Canyon station: cost estimate to be complete by February 17. Design and cost to be approved at next meeting

Schade tank: no action

D. Engine 21

Manuals, crosslay hose divider: Pat to tackle hose divider soon

E. Diamond Ridge station location: by consensus, board agreed that the priority site must be investigated for setbacks, sufficient space for station, septic, perc tests, drainage, dirt work, etc before being approved for acquisition. Paul will ask Tim Mullikin if he would help locate boundaries. Pat will ask neighbor Trace Carlos for information about the land characteristics.

- F. Water tanks
 - Fill tanks; publicity for state forestry, tank boxes: in progress
- G. Letterhead: Paul is working on it
- H. HVFD strategic planning: City mayor deleted KESA board representative from list of committee members presented to Homer City Council for approval. Mayor would not accept KESA's approved member and Pat cannot make the necessary commitment to the frequent meeting schedule. Lee will draft letter to Homer mayor and council expressing wish to serve on the committee.
- I. Howard station repair: light, wall, Patty Murray ice chipping: Paul will write thanks to Patty for her great help removing three inches of ice in front of quonset doors that threatened to decap exhaust stack on Engine 21 or ruin the overhead door because of reduced clearance.
- J. Forestry ambulance/utility rig: in progress
- K. GE surplus radios; microphones: no action
- 8. New Business:
- A. FEMA grant will be due in April. By consensus board approved Mary's travel to Soldotna for FEMA grant workshop on February 24
- B. Chiefs' meeting report: Pat attended by teleconference and noted discussion of upcoming Homeland security grant (next item).
- C. Homeland Security communications grant: requests due yesterday to be included in borough request package. Mary requested radios similar to other Peninsula services for E 21, M 24, station and two portables.
- D. AED grant: awards from last year's requests have not been made, but new requests are due soon. By consensus, board agreed to submit same partners as last year if not awarded:

 McNeil Canyon Elementary School, near Voznesenka responder, Smokey Bay Air, Early Response Education.
- E. Code Blue Repeater grant: Ronni Sullivan from Southern EMS called to report that \$26,000 is earmarked for our repeater request. ProComm will submit a formal proposal that the borough assembly must approve along with the grant award before we can proceed. Operating costs must also be evaluated and approved.
- F. Homer Winter Carnival parade: This Saturday. Pat will ask Matt Schneyer if he wants to drive Engine 21.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: none
- 11. Date and time of next meeting: February 26, 7 p.m.
- 12. Adjournment: 10:15 p.m.

Approved February 26, 2004

Alusan_Pat Johnson, chair

7 p.m., Thursday, February 26, 2004 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- Roll call:

Present: Pat Johnson, Lee Krumm, Matt James, Samantha Cunningham

Absent: Paul Pellegrini (excused)

Also present: Jason Miller, Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of February 12, 2004 meeting: by consensus as presented
- 7. Unfinished business:
- A. VFA Grant items (mission of E 22): By consensus, board approved a list of firefighting items including hose, adapters, straps, binoculars, scene lights, hose reels, and appliances for the 2004 VFA grant. Mission of E-22 was clarified to serve primarily as an initial attack structural engine and a wildland engine without overloading it with equipment and supplies.
- B. FEMA grant items: by consensus board approved a package of equipment (commercial washer, SCBA fill station for utility rig, fill station and compressor for McNeil station, and thermal imaging camera) under the Operations and Fire fighter Safety Program. Mary will draft narrative for review at next meeting
- C. McNeil Canyon station final design, cost estimate, and bid schedule: after a series of meetings between KPB public works, architect, and mechanical engineer, construction drawings and cost estimate will be delivered by March 4 to go to bid between March 11 and 15. In order to provide an awardable package, Bill Dunn determined that the pumps, under-slab reservoir, and sprinkler system will be the first three alternatives. Because these are integral components of a functioning fire station, we will try to secure funding to award them. Funds are allocated in FY05 budget toward this purpose. Mary will talk to Finance department about other options.

Schade tank: Pat to research

- D. Repeater grant: Southern Region is about ready to sign PO for repeater. ProComm intends to update mapping, coverage, and site availability and provide annual operating estimate early next week.
- E. FY05 Budget review and approval; preliminary budget due March 8: by consensus board approved budget package as revised to provide description and funds for red card firefighting class and ETT training.

KESA minutes 2/26/04

- F. Diamond Ridge station: site covenants, neighborhood association meeting; alternatives: Paul researched site and found that it is included in a neighborhood association, several members of which are opposed to having a fire station in their backyard. We can make a presentation at their annual meeting on March 25. Neighbors may suggest alternate sites.
- G. Engine 21: Pat built crosslay hose divider, restrained fan, mounted bolt cutters, and reminded United Fire Service about sending remaining manuals.
- H. Water tanks: Diamond Ridge tank is full, covers are installed, HVFD to finish filling Skyline tank as soon as road conditions improve.
- I. Letterhead: in progress.
- J. HVFD strategic planning committee/KES long range plan: Lee was officially appointed to the committee at Monday's Homer city council meeting. By consensus, board affirmed agreement with the previously approved KES 5 year plan.
- K. Howard station repair: light, wall: no action. Pat noted that the overhead door didn't open or close properly the last two times he operated it. Mary will e-mail Brian.
- L. Forestry ambulance/utility rig: in progress
- M. GE surplus radios; microphones: no action
- 8. New Business:
- A. LifePak 10 maintenance plan: Mary spoke with Tim Kallunki, technical services representative from PhysioControl who will send us information about annual maintenance plan which is anticipated to cost about \$500 per year to inspect our three LifePak 10s.
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items: Chiefs' meeting March 4, 5:30 p.m. Lee will be gone March 18 to April 8 Mary will be gone March 18 to March 28 Next agenda to include Red card class and ETT training
- 11. Date and time of next meeting: March 11, 7 p.m.
- 12. Adjournment: 9:30 p.m.

Approved March 11, 2004

KESA minutes 2/26/04

2

7 p.m., Thursday, March 11, 2004 Borough Office Building 206 E. Pioneer Avenue, Homer

- 1. The meeting was called to order at 7 p.m. by chair Pat Johnson
- 2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini, Matt James, Samantha Cunningham

Absent: none

Also present: Jason Miller, Mary Griswold

- 3. Public comment: none
- 4. Correspondence: none
- 5. Approval of agenda: by consensus as presented
- 6. Approval of minutes of February 26, 2004 meeting: by consensus as presented
- 7. Unfinished business:

A. FEMA grant: board reviewed, amended, and approved draft with additional suggestions due to Mary by 3/15.

B. McNeil station: Bill Dunn advertised for proposals on March 10. The pre-bid conference will be in Soldotna on March 18. The bid closing is March 31. Award to be made at April 20 assembly meeting. Mary will ask Bill Dunn to review any questions from contractors with Pat before preparing an addendum.

Schade tank: no action

Quonset lease extension: by consensus board agreed that after the McNeil station construction looks awardable (early April) to ask Brian to extend our lease through October 31, 2004. The lease automatically renews for 6 months unless either party gives written notice of termination no later than 60 days prior to the end of the current period (June 30).

- C. Repeater grant: operating costs: Gary Peters at ProComm has been very busy and has not had a chance to do the final estimates for our project. He promises to get to it asap.
- D. Diamond Ridge station: neighborhood association meeting March 25. Paul to attend meeting to present a case for building a station on the triangle lot.
- E. LifePak 10 maintenance plan: in progress
- F. Engine 21 manuals: we received the transmission manual and a CD on chassis maintenance. Pat fabricated an ember screen which he will install as soon as he has a chance to road test for engine performance compromise.
- G. Skyline tank fill/picture for forestry: in progress

- H. Letterhead: Paul reported that Rob is simplifying the design to put it on a CD and provide a cost estimate for printing. They can also print business cards.
- I. HVFD strategic planning committee report: Lee reported that committee reviewed HVFD strengths and weaknesses at March 3 meeting as first step toward deciding long range plans.
- J. Howard station repair: light, wall to be fixed this summer. Brian to replace door opener switch.
- K. Forestry ambulance/utility rig: in progress
- L. GE surplus radio microphones: Matt to research sources
- 8. New Business:
- A. AED grant: due March 24 to Sue Hecks. By consensus board agreed to request AEDs for Fritz Creek storeand for Razdolna school or with Razdolna EMT Joe Miles.
- B. Red card, ETT, CERTS training: Matt reported that Forestry cancelled last year's Red Card class because there wasn't enough interest. It is a 40 hour class. Forestry is willing to do an area-wide class this year. Matt will track; we will promote when time comes. ETT training to be held next fall. CERTS to be promoted after McNeil station is done.
- C. Anchorage response planning meeting: Paul reported it was good to bring various related agencies together to see how we can work together on smaller incidents as well as major disasters. By consensus, Paul will attend emergency response meetings in April organized by Donna Fenske.
- D. March Chiefs' meeting cancelled
- 9. Comments of the audience: none
- 10. Board comments, announcements, future agenda items:
 Lee to be gone March 18 to April 8
 Mary to be gone March 18 to March 28
 Pat to be gone June 23 to early July
 Forestry agreement to be on next agenda
- 11. Date and time of next meeting: March 25, 7 p.m.

12. Adjournment: 8:10 p.m.

Approved April 8, 2004

Patrick Johnson, chair

7 p.m., Thursday, April 8, 2004 Borough Office Building 206 E. Pioneer Avenue, Homer

1. The meeting was called to order at 7 p.m. by chair Pat Johnson

2. Roll call:

Present: Pat Johnson, Lee Krumm, Paul Pellegrini, Matt James,

Absent: Samantha Cunningham

Also present: Jason Miller, Mary Griswold

3. Public comment: none

4. Correspondence: none

- 5. Approval of agenda: by consensus with addition of items 8E, 8F, and 8G
- 6. Approval of minutes of March 11, 2004 meeting: by consensus as presented

7. Unfinished business:

A. McNeil station: Criterion General won the bid (among the three received) for construction including the base bid plus alternative 2 (underslab reservoir) at \$1,098,600. Rob Robson prepared the resolution for assembly consideration at the April 20 meeting. Rob proposed to discuss cost savings with the contractor in hopes that we may be able to afford some other alternatives during construction. The pumps and fire suppression sprinkler system are high priorities. Board questioned why the roof was redesigned with snow stops to hold instead of shed snow. Mary will ask Scott Worthington.

Schade tank: postponed

Quonset lease extension: by consensus board approved terminating the Howard lease on October 31, 2004. Written notice must be provided by April 30, 2004. Mary will ask Legal how to proceed.

- B. Repeater grant: Gary Peters of ProComm teleconferenced today with Mary and Bob Painter to clear up confusion about the purpose and operation of a VHF repeater to improve communications in current dead spots along the back side of Diamond Ridge and beyond McNeil Canyon on East End Road. He promised a propagation map and a full affordable proposal soon. Current idea is to put the tower on the McNeil station which appears to provide excellent coverage and would avoid operating lease expense.
- C. Diamond Ridge station site: Paul attended the homeowners' association meeting on March 25. Reception to a fire station in their neighborhood was generally favorable, with the exception of association president Franco Venuti. The association is willing to hold a mail-in vote on the necessary covenant change to allow a fire station after we submit an acceptable purchase offer contingent upon the covenant change. By consensus board approved requesting the borough to purchase and hold this parcel for our future station. This site is better than the nearby borough parcel because of its easy access, location, and visibility. This is a good location

to serve the Sterling Highway, increasing development along Diamond Ridge Road, and neighboring Anchor Point service area.

- D. LifePak 10 maintenance plan: Tim Kallunki suggested a piggyback contract with HVFD for annual inspection of our three LifePak 10s to avoid extra travel charges. \$210 per unit covers inspection only; approximately \$285 covers inspection and battery replacement. By consensus board agreed to the \$210 rate and piggy back if it's OK with HVFD; if not OK, then a separate contract with prorated travel expenses. Mary will contact Kallunki and HVFD.
- E. Engine 21 manuals: are finally here on a CD which Pat finds useable.
- F. Skyline tank fill/picture for forestry: postponed. Matt noted that forestry would appreciate a demonstration of tank use and needs access keys before fire season.
- G. Letterhead: Custom Lettering has not yet given Paul the estimates he asked for. Matt proposed/board agreed to ask Carey if she could do a simple letterhead and business card layout. H. HVFD strategic planning committee report: at last meeting committee agreed to discuss future relationship between HVFD and KES as part of 5 year planning process. Next meeting April 14, 5 p.m.
- I. Forestry Red Card class promotion: April 17, 18, 24, 25 Pat will inform Eastland Fire Department. Mary will inform Ray Hillman at Voznesenka school.
- J. Howard station repair: light, wall; door opener switch: Door switch is repaired. Light and wall postponed until summer.
- K. Forestry ambulance/utility rig: no word yet on when we will get this rig from forestry
- L. Microphones for GE radios: in progress
- M. Budget presentation report: Borough administration approved preliminary budget with amendments to remove contingency and project for future personnel.
- 8. New Business
- A. Forestry Cooperative Agreement: by consensus board approved the prepared draft with provision made for payment for vehicle use after 2 hours. Rate for Engine 22 is \$150/hour; Engine 21 is \$100/hr; medic unit is \$50/hr.
- B. Boundary between KESA and Anchor Point service area: by consensus board agreed to contact Anchor Point service area to discuss best coverage procedures for the area south of the Old Sterling and along the south side of the North Fork Road that are in KESA, but accessed by going through Anchor Point's service area.
- C. 2003 AED award: three received from Southern Region EMS Council to be issued to McNeil Canyon Elementary School, Voznesenka School, and Pat Johnson.
- D. Kenai Peninsula chiefs meeting report: Pat reported that there was no significant action.
- E. 1st Quarter activity report: 17 EMS and 5 fire calls YTD out of 106 total call volume
- F. Medic 25: Pat is working on carburetor/ fuel injection options to make rig run smoother after cold starting.

- G. Emergency Planning-Paul reported that disaster planning meetings are continuing on an irregular basis and will soon conduct a table top drill for a local scenario.
- 9. Comments of the audience: none
- Board comments, announcements, future agenda items:
 Wildland Urban Interface fire class May 14-16 in Soldotna, sponsored by KPB/ CES
 Attend Eastland Fire Dept meeting
- 11. Date and time of next meeting: April 22, 7 p.m.
- 12. Adjournment: 10:15 p.m.

Approved April 22, 2004

Pat Johnson, chair

Introduced by:

Mayor

Date:

10/08/02

Shortened Hearing:

10/22/02

Action:

Enacted

Vote:

8 Yes, 0 No, 1 Absent

KENAI PENINSULA BOROUGH ORDINANCE 2002-19-19

AN ORDINANCE AUTHORIZING THE RECEIPT OF STATE FUNDS FOR PURCHASE OF A FIRE ENGINE AND APPROPRIATING \$160,000 TO THE KACHEMAK EMERGENCY SERVICE AREA

- WHEREAS, the Kachemak Emergency Service Area ("Service Area") identified as its number one priority the need for a fast attack fire engine and included its request for funding in the Borough's 2002 legislative priorities; and
- WHEREAS, Senate Bill 2006, which included funding for the Service Area's project, was passed by the State Legislature and signed by the Governor; and
- WHEREAS, notice has been received from the Alaska Department of Community and Economic Development that a legislative grant has been awarded to the Service Area in the amount of \$160,000 for a fire engine; and
- WHEREAS, at its regular meeting on September 5, 2002, the Service Area Board of Directors recommended acceptance of the grant;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

- SECTION 1. That the mayor is authorized to accept the grant funds from the Department of Community and Economic Development on behalf of the Kachemak Emergency Service Area and is authorized to execute all documents deemed necessary to accept and utilize the grant.
- SECTION 2. That funds in the amount of \$160,000 are appropriated to account 446.51810.03066.48514 for purchase of a fire engine.
- **SECTION 3.** That due to the length and nature of this project, the appropriations established through this ordinance shall not lapse at the end of any particular fiscal year.
- **SECTION 4.** This ordinance shall become effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF OCTOBER, 2002.

ete Sprague, Assembly President

ATTEST:

Exhibit 6

Introduced by:

Mayor, Martin

Date:

06/17/03

Shortened Hearing:

07/08/03

Action:

Enacted

Vote:

9 Yes, 0 No

KENAI PENINSULA BOROUGH ORDINANCE 2003-19-02

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT FROM THE DENALI COMMISSION IN THE AMOUNT OF \$993,000 FOR A FIRE STATION FOR KACHEMAK EMERGENCY SERVICE AREA

- WHEREAS, Kachemak Emergency Service Area ("KESA") was formed two years ago to provide fire suppression and emergency medical services to the areas surrounding Homer and Kachemak City; and
- WHEREAS, KESA has established as one of its highest priorities the construction of a fire station near McNeil Canyon Elementary School; and
- WHEREAS, KESA recognized the value and need for a community hall as a part of the fire station which will primarily be used for training, volunteer exercises and service area board meetings, but will also be incidentally available for other community public purposes including a command center in the event of a disaster or emergency, as are other fire stations in the borough; and
- WHEREAS, a 4.6-acre parcel of land, adjacent to McNeil Canyon Elementary School, which is an ideal location for a fire station, has been acquired by KESA; and
- WHEREAS, schematic designs for most of the fire station have been completed and is part of the grant proposal; and
- WHEREAS, the Denali Commission, a joint association of federal and state funding agencies, recently published a notice of funding availability for multi-use facilities, with a priority for uses associated with life, health and safety; and
- WHEREAS, on behalf of KESA, the Borough submitted a grant application to the Denali Commission for funding to construct a fire station, a portion of which will also be available for other community public purposes; and
- WHEREAS, the grant application was supported by the Assembly through enactment of KPB Resolution 2003-040; and
- WHEREAS, the Borough has received notice of award of a grant in the amount of \$993,000; and

- WHEREAS, the grant program requires a local match in the amount of 25% of the project total; and
- WHEREAS, matching funds in the amount of \$300,000 are currently available in account 446.51810.03BTK.49999 for the fire station/community hall project.
- WHEREAS, the assessed value of the property (\$19,000) and the cost of the schematic designs (\$39,949) are eligible to be used to meet the match requirement; and
- WHEREAS, grant funds must be committed by August 1, 2003, therefore a shortened hearing date is requested; and
- WHEREAS, funding under the Multi-Use Facility Program is not expected to be on-going and may be a one-time opportunity;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

- **SECTION 1.** That the mayor is authorized to accept a grant from the Denali Commission in the amount of \$993,000 for construction of a fire station/community hall as described above for Kachemak Emergency Service Area and is authorized to execute a grant agreement and any other documents deemed necessary to accept the grant.
- **SECTION 2.** That grant funds in the amount of \$993,000 are hereby appropriated to account 446.51810.03DEN.49101.
- SECTION 3. That due to the length and nature of this project, the appropriations established through this ordinance shall not lapse at the end of any particular fiscal year.
- **SECTION 4.** This ordinance shall become effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 8TH DAY OF JULY, 2003.

ATTEST:

inda S. Murphy, Borough Clerk